4.8.1 Transaction Processing for Add

The Transactions subsystem provides the capability to add case and item information, transfer of accountability for the Idle Property to the PDO, and for controlled NEMS screenable items to update the NEMS Data Base to reflect the transfer for all active disposal cases. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

- From the NPDMS MAIN MENU type **5** at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press **<Enter>**.

The TRANSACTION MENU (ND5000MA) is displayed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5000MA / ND5000PA                TRANSACTION MENU                    08:57:08
                                      TX                               MSXXX
                        Selections:

    1  Add                              8  Reversal
    2  Change                           9  Convert Case to Component
    3  Delete                          10  Convert Component to Case
    4  Receipt                         11  Enter SRD and GSA Control No
    5  Sales                            ?  In any field for Help
    6  Exchange (Trade-In)              .  Exit Transaction Process
    7  Freezes and Dispositions
       (Includes Scrap and Surveys)

    Enter Selection: __
    Prop Case No:    804101 ________                        Item Id: __
    ECN:             _______                            Cust Acct No: _____
    ERN:             __________   (For Reversal only)
    Trans Id:        ____         (Process Final Disposition w/o Freeze)

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                    CLEAR             EXIT
```

INPUT DATA

- Enter Selection — input value = **1**
- Prop Case No (Only used for Item add to an existing component system)
- Item Id (Optional)
- ECN (Controlled property only)
- Cust Acct No (Optional)

Action is performed based on the input on the TRANSACTION MENU screen (ND5000MA).

4.8.1.1 Controlled Add With GSA Reporting

With the valid entry of an Equipment Control Number (ECN), this process extracts data from NEMS. The Controlled Add with GSA reporting function allows the user to add single case data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type **1** at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).

- Press **<Enter>**. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA           CONTROLLED PROPERTY ADD                  09:02:23
                                     A CA                              MSXXX
                                              Cust Acct No: 33001
Local Ref No: ________________________________ Turn-In Doc No: ________________
 Initiators Name:  ________________________________ Initiators Org Code: _____
Initiators Phone:( ___ ) ___ - ____                      NSN: **** _________
 Item Name: ************************************************************
Mfg's Code: _____  Mfg's Name: ________________________________    Mfg Year: ____
 Model No: ______________________    Part No: ____________________________________
Serial No: ______________________   MMA Code: __      CC: **     Cap Sens Code: X
  CURR QTY: *****        UNIT OF MEASURE: **      UNIT ACQ COST: *************

 Stock Status Code: 5         Contr Prop: _              Tag No: _____________
Reimbursement Code: _       Grantee Prop: _      Contr/Grant No: _____________
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _____________
_____________________________________________________________________________
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ____________________________________________________________ More: _
                                                          RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

EXTRACTED FROM NEMS

- Cust Acct No

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

INPUT DATA

- Local Ref No
- Turn-in Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name

- Mfg's Code — input values = valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name — input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Cap Sens Code — input values = **N**, **X**, **Q**, **M** or **P**
- Unit Acq Cost
- Stock Status Code — input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop — input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop — input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale — input value = **Y** or **blank**
- Unclaimed Prop — input value = **Y** or **blank**
- Date Found — input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind

- Precious Metals Code
- Print Pickup Doc — input value = **Y** or **N**
- Item Desc
- More — input value = **Y** or **blank**
- Retain — input value = **Y** or **N**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a 'Y' is entered in the Retain Field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

```
ND4110MN                    ITEM DESCRIPTION

PROP      TEST_____________________________________________________________      1
DESC      _________________________________________________________________      2
          _________________________________________________________________      3
          _________________________________________________________________      4
          _________________________________________________________________      5
          _________________________________________________________________      6

TECH      ____________________________________________________________________
HEADERS   ____________________________________________________________________
          ____________________________________________________________________
          ____________________________________________________________________

TECH      ____________________________________________________________________ 1
DESC      ____________________________________________________________________ 2
          ____________________________________________________________________ 3
          ____________________________________________________________________ 4
          ____________________________________________________________________ 5
          ____________________________________________________________________ 6

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA            CONTROLLED PROPERTY ADD                  09:15:49
                                      A CA                              MSXXX
                                                Cust Acct No: 33001
Local Ref No: ________________________________ Turn-In Doc No: ________________
 Initiators Name:  ________________________________ Initiators Org Code: _____
Initiators Phone:( ___ ) ___ - ____                     NSN: 7021 _________
 Item Name: SDFS*****************************************************
Mfg's Code: _____  Mfg's Name: ________________________________    Mfg Year: ____
 Model                                                                  ___
Serial                                                                  ode: X
  CURR   ND4110MI      Please Enter Appropriation Data:                 *****

 Stock          TEST 1_____________________________________________     _____
Reimbu                                                                  ____
Exc/Sa                     Enter 'C' to Cancel: _                       _____
Mat In                                                                  __
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: TEST_____________________________________________________ More: _
                                                              RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**

- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA                    ADD SCREEN 2                     09:17:28
                                        A CA                            MSXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXX XXXXXXXX****************  Phone:( 205 ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: 8025****** Room: _____
Property           ______________________________   Fax:( 205 ) XXX - XXXX
Location     City: HUNTSVILLE**********           State: AL Zip: XXXXX ____
          Country: ______________________________
Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N
Warehouse Loc: ___________          Warehoused Date: __ __ ____
DML Code: _     Foreign Prop: _     Reclam Code: _      CC: A1     Artifact: _
               DAYS                              Begin Dates     End Dates
                21_     Installation Screening:  03 01 2001      03 22 2001
Screening       21_        NASA-Wide Screening:  03 01 2001      03 22 2001
Timeframes      0__    Other Federal Screening:  03 23 2001      03 23 2001
                21_         Donation Screening:  03 24 2001      04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _______    CUST ACCT NO: _____
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Install Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip

- Country
- Report to
  - GSA Region — input value = reporting GSA Region
  - DRMO DODAAC — input value = **blank**
- Print Doc — input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date — input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop — input value = **Y** or **blank**
- Reclam Code — input values = **Y**, **R**, or **N**
- CC
- Artifact — input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes:
- Days
- Installation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**

- Days
- Donation Screening
  - — Begin Dates input format = **MM/DD/YYYY**
  - — End Dates input format = **MM/DD/YYYY**
- Method
  - — Install input values = **C**, **F**, **L**, or **N**
  - — NASA-Wide input values = **C, F, L** or **N**
- Additional Component Items input values = **N**
- ECN input value = next case to be added, if any
- Cust Acct No input value = next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA                    ADD SCREEN 2                    10:16:12
                                        A CA                           MSXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXX XXXXXXXX*****************  Phone:( 205 ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: 8025****** Room: _____
Property           ______________________________    Fax:( 205 ) XXX - XXXX
Location     City: HUNTSVILLE*********            State: AL Zip: XXXXX ____
*********************************************************************
            ND4110MK

  If the property is located in the following areas:

     Maryland - Prince Georges and Montgomery Counties only
     Virginia - Prince William, Loudon, Fairfax, and
                Arlington Counties, and City of Alexandria

  The GSA Region should be 'W'.          GSA Region: **

                    Enter 'C' To Cancel: _
*********************************************************************
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- GSA Region
- Enter ’C’ to Cancel input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press **<Enter>**. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter **C** to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MC / ND4110PA                GSA REPORTING DATA                   09:40:50
                                       A CA                             MSXXX
Prop Case No:
Local Ref No:                                  Turn-In Doc No:
Appropriation Data: TEST 1_________________________________________
Reimbursement Code: B  Exc/Sale: _  Unclaimed Prop:    Fair Mkt: _____________
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER************
Contact Person: XXXXXXXXXXXXXXX**************    Phone: ( XXX5 ) XXX - XXXX
Address: MARSHALL SPACE FLIGHT CENTER**             Fax: ( XXX ) XXX - XXXX
         MAIL CODE XXXX_________________
   City: MSFC****************       State: AL       Zip: XXXXX ____

This Property is scheduled to be reported on  03 23 2001  to GSA Region: 04
 GENERAL SERVICES ADMINISTRATION            ATLANTA                GA




Navigation: ___________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Appropriation Data
- Reimbursement Code
- Exc/Sale — input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data

passes the edit checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/25/99
ND4110MC / ND4110PA                  GSA REPORTING DATA                 14:48:18
                                         A CA                           MSXXX

Local Ref No:                                                  ______
Appropriation Data   EQUIP ECN  F000041                        t: _____________
Reimbursement Code   DISPOSAL CASE NMBR                        ************
Reporting NASA Ins                                              ) 544 - 4788
Contact Person: JO   ORG COST ACCT CODE  oca_                   ) 544 - 1151
Address: MARSHALL    PROG COST ACCT CODE  pca_
         MAIL CODE                                              ____
   City: MSFC*****   PREVIOUS ORG COST ACCT CODE
                     PREVIOUS PROG COST ACCT CODE
This Property is s                                             SA Region: 04
 GENERAL SERVICES                                                   GA
                                 PRESS ENTER TO CONTINUE
                                        OR 'C' TO CANCEL _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message ‘Case Added.’

The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

4.8.1.2 Non-Controlled Add With GSA Reporting

This process allows the user to enter Non-Controlled Add With GSA Reporting data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available.

Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA            NON-CONTROLLED PROPERTY ADD              09:50:28
                                        A CA                            MSXXX
                                                Cust Acct No: 33001
Local Ref No: ________________________________ Turn-In Doc No: ________________
 Initiators Name:  ________________________________ Initiators Org Code: _____
Initiators Phone:( ___ ) ___ - ____                        NSN: **** _________
 Item Name: ********************************************************
Mfg's Code: _____  Mfg's Name: ________________________________    Mfg Year: ____
 Model No: _____________________    Part No: ________________________________
Serial No: _____________________   MMA Code: __      CC: **     Cap Sens Code: X
  CURR QTY: *****        UNIT OF MEASURE: **      UNIT ACQ COST: *************

 Stock Status Code: 5         Contr Prop: _              Tag No: _____________
Reimbursement Code: _       Grantee Prop: _      Contr/Grant No: _____________
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _____________
Mat Inv: _ SHELF LIFE TYPE: 0   EXP DATE: __ __ ____   EXT DATE: __ __ ____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ____________________________________________________________ More: _
                                                          RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Local Ref No
- Turn-In Doc No input format = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name

- Mfg's Code — input values = blank, valid code, **ZZZZZ** or if using Z or X see corresponding entry forMfg's Name.
- Mfg's Name — input values = blank, name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Cap Sens Code — input values = **N**, **X**, **Q**, **M** or **P**
- Qty
- Unit of Measure
- Unit Acq Cost
- Stock Status Code — input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop — input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop — input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale — input value = **Y** or **blank**

- Unclaimed Prop — input value = **Y** or **blank**
- Date Found — input format = **MM/DD/YYYY**
- Fair Mkt

- Mat Inv input value = **Y** or **blank**
- Shelf Life Type
- Exp Date
- Ext Date
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc input value = **Y** or **N**
- Item Desc
- More input value = **Y** or **blank**
- Retain input value = **Y** or **N**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a **Y** is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a **Y** is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

```
ND4110MN                    ITEM DESCRIPTION

 PROP      ITEM 1_____________________________________________________        1
 DESC      ___________________________________________________________        2
           ___________________________________________________________        3
           ___________________________________________________________        4
           ___________________________________________________________        5
           ___________________________________________________________        6

 TECH      ______________________________________________________________
 HEADERS   ______________________________________________________________
           ______________________________________________________________
           ______________________________________________________________

 TECH      ______________________________________________________________ 1
 DESC      ______________________________________________________________ 2
           ______________________________________________________________ 3
           ______________________________________________________________ 4
           ______________________________________________________________ 5
           ______________________________________________________________ 6

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF               CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

- Appropriate data fields are populated and displayed by the system.

- If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's Name.

- IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA            NON-CONTROLLED PROPERTY ADD              09:59:41
                                      A CA                              MSXXX
                                                Cust Acct No: 33001
Local Ref No: ________________________________ Turn-In Doc No: ________________
 Initiators Name:  ________________________________ Initiators Org Code: _____
Initiators Phone:( ___ ) ___ - ____                     NSN: 7021 _________
 Item Name: TEST*******************************************************
Mfg's Code: _____  Mfg's Name: ________________________________    Mfg Year: ____
 Model                                                                  ___
Serial                                                                  ode: X
  CURR   ND4110MI      Please Enter Appropriation Data:                 *****

 Stock        ____________________________________________________      _____
Reimbu                                                                  ____
Exc/Sa                     Enter 'C' to Cancel: _                       _____
Mat In                                                                  __
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ITEM 1_____________________________________________________ More: _
                                                              RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Appropriation Data

- Enter 'C' to Cancel input value = **C** or **blank**

- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA                    ADD SCREEN 2                     10:16:12
                                        A CA                            MSXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: _____
Property           ______________________________    Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE*********            State: AL Zip: XXXXX ____
          Country: ______________________________
Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N
Warehouse Loc: ___________         Warehoused Date: __ __ ____
DML Code: _     Foreign Prop: _     Reclam Code: _       CC: A1     Artifact: _
               DAYS                              Begin Dates     End Dates
                21_     Installation Screening:  03 01 2001      03 22 2001
Screening       21_        NASA-Wide Screening:  03 01 2001      03 22 2001
Timeframes      0__    Other Federal Screening:  03 23 2001      03 23 2001
                21_         Donation Screening:  03 24 2001      04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _______    CUST ACCT NO: _____
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Install Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to
  - — GSA Region — reporting GSA Region
  - — DRMO DODAAC — input value = **blank**

- Print Doc — input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date — input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop — input value = **Y** or **blank**
- Reclaim Code — input values = **Y**, **R**, or **N**
- CC
- Artifact — input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Donation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**

- Method
  - — Install input values = **C**, **F**, **L**, or **N**
  - — NASA-Wide input values = **C, F, L** or **N**
- Additional Component Items input values = **N**
- ECN next case to be added, if any
- Cust Acct No next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA                    ADD SCREEN 2                     10:16:12
                                        A CA                            MSXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: _____
Property           ______________________________    Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE*********            State: AL Zip: XXXXX ____
*********************************************************************
            ND4110MK

  If the property is located in the following areas:

     Maryland - Prince Georges and Montgomery Counties only
     Virginia - Prince William, Loudon, Fairfax, and
                Arlington Counties, and City of Alexandria

  The GSA Region should be 'W'.          GSA Region: **

                    Enter 'C' To Cancel: _
*********************************************************************
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- GSA Region
- Enter ’C’ to Cancel input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press **<Enter>**. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter **C** to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MC / ND4110PA                GSA REPORTING DATA                   10:28:32
                                       A CA                             MSXXX

Local Ref No:                                  Turn-In Doc No:
Appropriation Data: ____________________________________________
Reimbursement Code: A  Exc/Sale: _  Unclaimed Prop:    Fair Mkt: _____________
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER************
Contact Person: XXXXXXXXXXXXXXX***************    Phone: ( XXX ) XXX - XXXX
Address: MARSHALL SPACE FLIGHT CENTER**             Fax: ( XXX ) XXX - XXXX
         MAIL CODE XXXX_________________
   City: MSFC****************       State: AL       Zip: XXXXX ____

This Property is scheduled to be reported on  03 23 2001  to GSA Region: 04
 GENERAL SERVICES ADMINISTRATION            ATLANTA                GA




Navigation: ___________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data

passes the edit checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/25/99
ND4110MC / ND4110PA                GSA REPORTING DATA                  14:48:18
                                       A CA                            MSXXX

Local Ref No:                                                  ______
Appropriation Data   EQUIP ECN  F000041                        t: _____________
Reimbursement Code   DISPOSAL CASE NMBR                        ************
Reporting NASA Ins                                              ) 544 - 4788
Contact Person: JO   ORG COST ACCT CODE  oca_                   ) 544 - 1151
Address: MARSHALL    PROG COST ACCT CODE  pca_
         MAIL CODE                                              ____
   City: MSFC*****   PREVIOUS ORG COST ACCT CODE
                     PREVIOUS PROG COST ACCT CODE
This Property is s                                             SA Region: 04
 GENERAL SERVICES                                                   GA
                                 PRESS ENTER TO CONTINUE
                                        OR 'C' TO CANCEL _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message ‘Case Added.’
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message *’Case N14 Added, ERN Of E01: N10 With Add’l Txn(s)’* and returns to the Transaction Menu (ND5000MA).

4.8.1.3 Controlled Component System Item Add with GSA Reporting

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add with GSA reporting function allows the user to add item data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the property is Automated Data Processing Equipment (ADPE) Reportable, it must be added as the first component system item record.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).

- Press **<Enter>**. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA        COMPONENT SYSTEM CONTROLLED ITEM ADD         10:48:18
                                    A I                                 MSXXX
Prop Case No: 804101 5335C242      ITEM ID: 03 Cust Acct No: 33001
Local Ref No: ________________________________ Turn-In Doc No: ________________
 Initiators Name:  ________________________________ Initiators Org Code: _____
Initiators Phone:( ___ ) ___ - ____                        NSN: **** _________
 Item Name: ************************************************************
Mfg's Code: _____  Mfg's Name: ________________________________    Mfg Year: ____
 Model No: ______________________    Part No: ____________________________________
Serial No: ______________________   MMA Code: __       CC: **     Cap Sens Code: X
       QTY: *****        UNIT OF MEASURE: **           ACQ COST: *************

 Stock Status Code: 5         Contr Prop: _              Tag No: ______________
Reimbursement Code: _       Grantee Prop: _      Contr/Grant No: _____________
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: ______________
Mat Inv: _ SHELF LIFE TYPE: 0   EXP DATE: __ __ ____   EXT DATE: __ __ ____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ____________________________________________________________ More: _
                                                          RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                     CLEAR             EXIT
```

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name

- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

INPUT DATA

- Local Ref No
- Turn-in Doc No — input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code — input values = valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name — input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code

- CC
- Unit Acq Cost
- Stock Status Code — input values = **1** for Store Stock, **2** for
  - Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop — input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop — input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale — input value = **Y** or **blank**
- Unclaimed Prop — input value = **Y** or **blank**
- Date Found — input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc — input value = **Y** or **N**
- Item Desc
- More — input value = **Y** or **blank**
- Retain — input value = **Y** or **N**

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

- If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

- If a '**Y**' is entered in the retain field, certain data elements on the screen are saved and are displayed for the processing of the next case

The first line of the description contains the line of data from the previous screen and allows for modification.

```
ND4110MN                    ITEM DESCRIPTION

 PROP      ITEM 1_____________________________________________________        1
 DESC      ___________________________________________________________        2
           ___________________________________________________________        3
           ___________________________________________________________        4
           ___________________________________________________________        5
           ___________________________________________________________        6

 TECH      ____________________________________________________________
 HEADERS   ____________________________________________________________
           ____________________________________________________________
           ____________________________________________________________

 TECH      ____________________________________________________________ 1
 DESC      ____________________________________________________________ 2
           ____________________________________________________________ 3
           ____________________________________________________________ 4
           ____________________________________________________________ 5
           ____________________________________________________________ 6

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc

- Tech Headers

- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

If FSC Code equals 65 (medical) or 70 (FSG), NPDMS then prompts for Y2K status and certifier's name.

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA        COMPONENT SYSTEM CONTROLLED ITEM ADD         10:54:11
                                    A I                                 MSXXX
Prop Case No: 804101 5335C242      ITEM ID: 03 Cust Acct No: 33001
Local Ref No: ______________________________ Turn-In Doc No: ________________
 Initiators Name:  ______________________________ Initiators Org Code: _____
Initiators Phone:( ___ ) ___ - ____                     NSN: 7021 _________
 Item Name: TEST*****************************************************
Mfg's Code: _____  Mfg's Name: ______________________________    Mfg Year: ____
 Model                                                                  ___
Serial                                                                  ode: X
        ND4110MI      Please Enter Appropriation Data:                  *****

 Stock        ________________________________________________         _____
Reimbu                                                                  ____
Exc/Sa                   Enter 'C' to Cancel: _                         _____
Mat In                                                                  __
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: TEST_____________________________________________________ More: _
                                                              RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED ITEM ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA        COMPONENT SYSTEM ITEM ADD SCREEN 2           11:47:06
                                     A I                                MSXXX
Prop Case No: 804101 5335C242      ITEM ID: 03
     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX1********************  Bldg: XXXX****** Room: _____
Property           ______________________________    Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE*********            State: AL Zip: XXXXX ____
          Country: ______________________________
Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N
Warehouse Loc: ___________         Warehoused Date: __ __ ____
DML Code: _     Foreign Prop: _     Reclam Code: _       CC: A1     Artifact: _
               DAYS                                Begin Dates     End Dates
                21_     Installation Screening:  03 01 2001      03 22 2001
Screening       21_        NASA-Wide Screening:  03 01 2001      03 22 2001
Timeframes      0__    Other Federal Screening:  03 23 2001      03 23 2001
                21_          Donation Screening:  03 24 2001      04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _______    CUST ACCT NO: _____
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Install Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to
  - — GSA Region — input value = reporting GSA Region
  - — DRMO DODAAC — input value = **blank**

- Print Doc — input values = **Y** or **N**
- Warehouse Loc
- Warehoused Date — input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop — input value = **Y** or **blank**
- Reclam Code — input values = **Y**, **R**, or **N**
- CC
- Artifact — input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Donation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**

- Method
  - — Install input values = **C**, **F**, **L**, or **N**
  - — NASA-Wide input values = **C, F, L** or **N**
- Additional Component Items input values = **Y** or **N**

NOTE: If you want to add more component items, enter Y

- ECN next case to be added, if any
- Cust Acct No next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA        COMPONENT SYSTEM ITEM ADD SCREEN 2          10:16:12
                                                                       MSXXX
Prop Case No:                      Item Id:
     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXX******************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: _____
Property           ______________________________   Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE*********            State: AL Zip: 35812 ____
*********************************************************************
            ND4110MK

  If the property is located in the following areas:

     Maryland - Prince Georges and Montgomery Counties only
     Virginia - Prince William, Loudon, Fairfax, and
                Arlington Counties, and City of Alexandria

  The GSA Region should be 'W'.          GSA Region: **

                    Enter 'C' To Cancel: _
*********************************************************************
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- GSA Region
- Enter ’C’ to Cancel input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press <Enter>. Depending on the previous data entries, NPDMS displays one of the following screens:

— If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

— If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

— If you enter **C** to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).

— After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.

- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MC / ND4110PA                GSA REPORTING DATA                  11:51:52
                                       A I                             MSXXX
Prop Case No: 804101 5335C242
Local Ref No:                                Turn-In Doc No:
Appropriation Data: XXX_____________________________________________
Reimbursement Code: 1  Exc/Sale: _  Unclaimed Prop:    Fair Mkt: _____________
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER************
Contact Person: XXXXXXXXXXXXXX****************    Phone: ( XXX ) XXX - XXXX
Address: MARSHALL SPACE FLIGHT CENTER**             Fax: ( XXX ) XXX - XXXX
         MAIL CODE XXXX_________________
   City: MSFC****************       State: AL       Zip: 35812 ____

This Property is scheduled to be reported on  11 11 1995  to GSA Region: 04
 GENERAL SERVICES ADMINISTRATION            ATLANTA                GA




Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF
```

INPUT DATA

- Appropriation Data

- Reimbursement Code

- Exc/Sale — input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/25/99
ND4110MC / ND4110PA                GSA REPORTING DATA                  14:48:18
                                       A CA                            MSXXX

Local Ref No:                                                  ______
Appropriation Data   EQUIP ECN  F000041                        t: _____________
Reimbursement Code   DISPOSAL CASE NMBR                        ************
Reporting NASA Ins                                              ) 544 - 4788
Contact Person: JO   ORG COST ACCT CODE  oca_                   ) 544 - 1151
Address: MARSHALL    PROG COST ACCT CODE  pca_
         MAIL CODE                                              ____
   City: MSFC*****   PREVIOUS ORG COST ACCT CODE
                     PREVIOUS PROG COST ACCT CODE               SA Region: 04
This Property is s                                                   GA
 GENERAL SERVICES                                 PRESS ENTER TO CONTINUE
                                                         OR 'C' TO CANCEL _

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Org Cost Acct Code

- Prog Cost Acct Code
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message ‘Case Added.’

- After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110ME / ND4110PA        COMPONENT SYSTEM PROPERTY CASE ADD          11:56:11
                                    A I                                MSXXX
Prop Case No: 804101 5335C242


    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:  3
    DML Code:         Artifact:                 Total Acq Cost:        3258.00

Component System Information -
  Component System Name: COMPUTER SYSTEM*************** FSC Code: 7021 CC:  5


               Days                                Begin Dates      End Dates
                21_     Installation Screening:   10 20 1995       11 10 1995
Screening       21_        NASA-Wide Screening:   10 20 1995       11 10 1995
Timeframes      0__    Other Federal Screening:   11 11 1995       11 11 1995
                21_         Donation Screening:   11 12 1995       12 03 1995
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV                                CLEAR
```

INPUT DATA

- Component System Name
- FSC Code — input value = component system level FSC
- CC — input value = component system level CC
- Screening Timeframes
- Days
- Installation Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**

- Days
- NASA-Wide Screening
  - — Begin Dates input format = **MM/DD/YYYY**
  - — End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
  - — Begin Dates input format = **MM/DD/YYYY**
  - — End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
  - — Begin Dates input format = **MM/DD/YYYY**
  - — End Dates input format = **MM/DD/YYYY**
- Method
  - — Install input values = **C**, **F**, **L**, or **N**
  - — NASA-Wide input values = **C, F, L** or **N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.

- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.4 Non-Controlled Component System Item Add with GSA Reporting

This process allows the user to enter Non-Controlled Component System Item Add With GSA Reporting data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA      COMPONENT SYSTEM NON-CONTROLLED ITEM ADD       12:07:41
                                    A CA                                MSXXX
                                              Cust Acct No: 33001
Local Ref No: ________________________________ Turn-In Doc No: ________________
 Initiators Name:  ________________________________ Initiators Org Code: _____
Initiators Phone:( ___ ) ___ - ____                        NSN: **** _________
 Item Name: ************************************************************
Mfg's Code: _____  Mfg's Name: ________________________________    Mfg Year: ____
 Model No: ______________________    Part No: ________________________________
Serial No: ______________________   MMA Code: __       CC: **     Cap Sens Code: X
  CURR QTY: *****        UNIT OF MEASURE: **      UNIT ACQ COST: *************

 Stock Status Code: 5         Contr Prop: _              Tag No: _____________
Reimbursement Code: _        Grantee Prop: _      Contr/Grant No: ____________
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _____________
Mat Inv: _ SHELF LIFE TYPE: 0   EXP DATE: __ __ ____   EXT DATE: __ __ ____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ____________________________________________________________ More: _
                                                              RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                     CLEAR             EXIT
```

INPUT DATA

- Local Ref No
- Turn-In Doc No — input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code — input values = blank, valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name — input values = blank, name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No

- Serial No
- MMA Code
- CC
- Cap Sens Code — input values = **N**, **X**, **Q**, **M** or **P**
- Qty
- Unit of Measure
- Unit Acq Cost
- Stock Status Code — input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop — input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop — input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale — input value = **Y** or **blank**
- Unclaimed Prop — input value = **Y** or **blank**
- Date Found — input format = **MM/DD/YYYY**
- Fair Mkt
- Mat Inv — input value = **Y** or **blank**
- Shelf Life Type
- Exp Date
- Ext Date
- Haz Mat Code

- Haz Mat Ind
- Precious Metals Code

- Print Pickup Doc — input value = **Y** or **N**
- Item Desc
- More — input value = **Y** or **blank**
- Retain — input value = **Y** or **N**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a **Y** is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a **Y** is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA      COMPONENT SYSTEM NON-CONTROLLED ITEM ADD       12:21:52
                                     A CA                               MSXXX
                                            Cust Acct No: 33001
Local Ref No: ________________________________ Turn-In Doc No: ________________
 Initiators Name:  ________________________________ Initiators Org Code: _____
Initiators Phone:( ___ ) ___ - ____                     NSN: 7025 _________
 Item Name: DISPLAY*****************************************************
Mfg's Code: _____  Mfg's Name: ________________________________    Mfg Year: ____
 Model                                                                  ___
Serial                                                                  ode: X
  CURR   ND4110MI      Please Enter Appropriation Data:                 *****

 Stock         ________________________________________________        _____
Reimbu                                                                  ____
Exc/Sa                     Enter 'C' to Cancel: _                       _____
Mat In                                                                  __
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: DISPLAY_____________________________________________________ More: _
                                                              RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA       COMPONENT SYSTEM ITEM ADD SCREEN 2           12:23:35
                                    A CA                               MSXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: _____
Property           ______________________________    Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE**********           State: AL Zip: XXXXX ____
          Country: ______________________________
Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N
Warehouse Loc: ___________         Warehoused Date: __ __ ____
DML Code: _     Foreign Prop: _     Reclam Code: _      CC: A1     Artifact: _
               DAYS                              Begin Dates     End Dates
                21_     Installation Screening:  03 01 2001      03 22 2001
Screening       21_        NASA-Wide Screening:  03 01 2001      03 22 2001
Timeframes      0__    Other Federal Screening:  03 23 2001      03 23 2001
                21_         Donation Screening:  03 24 2001      04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _______    CUST ACCT NO: _____
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to
  - GSA Region input value = reporting GSA Region
  - DRMO DODAAC input value = **blank**
- Print Doc input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop input value = **Y** or **blank**
- Reclaim Code input values = **Y**, **R**, or **N**
- CC
- Artifact input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes

- Days
- Installation Screening
  - — Begin Dates input format = **MM/DD/YYYY**
  - — End Dates input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - — Begin Dates input format = **MM/DD/YYYY**
  - — End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
  - — Begin Dates input format = **MM/DD/YYYY**
  - — End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
  - — Begin Dates input format = **MM/DD/YYYY**
  - — End Dates input format = **MM/DD/YYYY**
- Method
  - — Install input values = **C**, **F**, **L**, or **N**
  - — NASA-Wide input values = **C, F, L** or **N**
- Additional Component Items input values = **Y** or **N**

NOTE: If you want to add more component items, enter Y

- ECN — next case to be added, if any
- Cust Acct No — next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA        COMPONENT SYSTEM ITEM ADD SCREEN 2          10:16:12
                                                                       MSXXX
Prop Case No:                        Item Id:
     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: _____
Property           ______________________________    Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE**********            State: AL Zip: XXXXX ____
*********************************************************************
            ND4110MK

  If the property is located in the following areas:

     Maryland - Prince Georges and Montgomery Counties only
     Virginia - Prince William, Loudon, Fairfax, and
                Arlington Counties, and City of Alexandria

  The GSA Region should be 'W'.          GSA Region: **

                    Enter 'C' To Cancel: _
*********************************************************************
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- GSA Region
- Enter ’C’ to Cancel — input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:

— If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

— If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

— If you enter **C** to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).

— After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.

- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MC / ND4110PA                GSA REPORTING DATA                   12:26:34
                                       A CA                             MSXXX

Local Ref No:                                Turn-In Doc No:
Appropriation Data: TEST1_____________________________________________
Reimbursement Code: 1  Exc/Sale: _  Unclaimed Prop:    Fair Mkt: _____________
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER************
Contact Person: XXXXXXXXXXXXXXX***************    Phone: ( XXX ) XXX - XXXX
Address: MARSHALL SPACE FLIGHT CENTER**             Fax: ( XXX ) XXX - XXXX
         MAIL CODE XXXX_________________
   City: MSFC****************       State: AL       Zip: XXXXX ____

This Property is scheduled to be reported on  03 23 2001  to GSA Region: 04
 GENERAL SERVICES ADMINISTRATION            ATLANTA                GA




Navigation: ______________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Appropriation Data
- Reimbursement Code
- Exc/Sale — input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/25/99
ND4110MC / ND4110PA                GSA REPORTING DATA                   14:48:18
                                       A CA                             MSWCH

Local Ref No:                                                  ______
Appropriation Data   EQUIP ECN  F000041                        t: _____________
Reimbursement Code   DISPOSAL CASE NMBR                        ************
Reporting NASA Ins                                              ) 544 - 4788
Contact Person: JO   ORG COST ACCT CODE  oca_                   ) 544 - 1151
Address: MARSHALL    PROG COST ACCT CODE  pca_
         MAIL CODE                                              ____
   City: MSFC*****   PREVIOUS ORG COST ACCT CODE
                     PREVIOUS PROG COST ACCT CODE
This Property is s                                             SA Region: 04
 GENERAL SERVICES                                                   GA
                                 PRESS ENTER TO CONTINUE
                                        OR 'C' TO CANCEL _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message ‘Case Added.’
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

NPDMS then displays the message *’Case N14 Added, ERN Of E01: N10 With Add’l Txn(s)’* and returns to the Transaction Menu (ND5000MA).

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110ME / ND4110PA        COMPONENT SYSTEM PROPERTY CASE ADD          11:56:11
                                    A I                                MSXXX
Prop Case No: 804101 5335C242


    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:  3
    DML Code:         Artifact:                 Total Acq Cost:        3258.00

Component System Information -
  Component System Name: COMPUTER SYSTEM*************** FSC Code: 7021 CC:  5


               Days                                Begin Dates      End Dates
                21_     Installation Screening:   10 20 1995       11 10 1995
Screening       21_        NASA-Wide Screening:   10 20 1995       11 10 1995
Timeframes      0__    Other Federal Screening:   11 11 1995       11 11 1995
                21_         Donation Screening:   11 12 1995       12 03 1995
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV                                CLEAR
```

INPUT DATA

- Component System Name
- FSC Code — input value = component system level FSC
- CC — input value = component system level CC
- Screening Timeframes
- Days
- Installation Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Days
- Other Federal Screening

- — Begin Dates input format = **MM/DD/YYYY**
- — End Dates input format = **MM/DD/YYYY**

- Days
- Donation Screening
  - — Begin Dates input format = **MM/DD/YYYY**
  - — End Dates input format = **MM/DD/YYYY**
- Method
  - — Install input values = **C**, **F**, **L**, or **N**
  - — NASA-Wide input values = **C, F, L** or **N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.

- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.5 Controlled Add With DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Controlled Add With DRMO Transfer function allows the user to add single case data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection, enter the ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).

- Press **<Enter>**. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA             CONTROLLED PROPERTY ADD                14:16:32
                                       A CA                            MSXXX
                                                 Cust Acct No: 15020 ECN: G080119
Local Ref No: ______________________________ Turn-In Doc No: _________________
 Initiators Name:  ______________________________ Initiators Org Code: XXXX_
Initiators Phone:( ___ ) ___ - ____        STD: (   )   NSN: 5975 _________
 Item Name: RACK, ELECTRICAL EQUIPMENT**********************************
Mfg's Code: 23481  Mfg's Name: ZERO CORP  ZERO SOUTH DIV_____    Mfg Year: 1989
 Model                                                                  ___
Serial                                                                  ode: Q
  CURR   ND4110MI      Please Enter Appropriation Data:                  *****

 Stock        ____________________________________________              _____
Reimbu                                                                  ____
Exc/Sa                    Enter 'C' to Cancel: _                        _____
                                                                        __
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ____________________________________________________________ More: _
                                                          RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name

- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

INPUT DATA

- Local Ref No
- Turn-in Doc No — input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code — input values = valid code, **ZZZZZ** or If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name — input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code

- CC
- Unit Acq Cost
- Stock Status Code — input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop — input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop — input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale — input value = **Y** or **blank**
- Unclaimed Prop — input value = **Y** or **blank**
- Date Found — input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc — input value = **Y** or **N**
- Item Desc
- More — input value = **Y** or **blank**

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, NPDMS displays a pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

```
ND4110MN                    ITEM DESCRIPTION

 PROP      ITEM 1_____________________________________________________        1
 DESC      ___________________________________________________________        2
           ___________________________________________________________        3
           ___________________________________________________________        4
           ___________________________________________________________        5
           ___________________________________________________________        6

 TECH      ______________________________________________________________
 HEADERS   ______________________________________________________________
           ______________________________________________________________
           ______________________________________________________________

 TECH      ______________________________________________________________ 1
 DESC      ______________________________________________________________ 2
           ______________________________________________________________ 3
           ______________________________________________________________ 4
           ______________________________________________________________ 5
           ______________________________________________________________ 6

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF               CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA              CONTROLLED PROPERTY ADD                14:24:27
                                       A CA                             MSXXX
                                                Cust Acct No: 15020 ECN: G080119
Local Ref No: ________________________________ Turn-In Doc No: ________________
 Initiators Name:  ________________________________ Initiators Org Code: XXXX_
Initiators Phone:( ___ ) ___ - ____          STD: (   )   NSN: 5975 _________
 Item Name: RACK, ELECTRICAL EQUIPMENT**********************************
Mfg's Code: 23481  Mfg's Name: ZERO CORP  ZERO SOUTH DIV_____    Mfg Year: XXXX
 Model                                                                  ___
Serial                                                                  ode: Q
  CURR   ND4110MI      Please Enter Appropriation Data:                  *****

 Stock        ______________________________________________            _____
Reimbu                                                                  ____
Exc/Sa                     Enter 'C' to Cancel: _                       _____
                                                                        __
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ____________________________________________________________ More: _
                                                                RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Appropriation Data
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA                    ADD SCREEN 2                     14:26:24
                                        A CA                            MSXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: XXXXX
Property           ______________________________    Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE*********            State: AL Zip: XXXXX ____
          Country: ______________________________
Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N
Warehouse Loc: ___________          Warehoused Date: __ __ ____
DML Code: _     Foreign Prop: _     Reclam Code: _       CC: A1     Artifact: _
               DAYS                                Begin Dates     End Dates
                21_     Installation Screening:  03 01 2001      03 22 2001
Screening       21_        NASA-Wide Screening:  03 01 2001      03 22 2001
Timeframes      21_    Other Federal Screening:  03 23 2001      04 13 2001
                21_          Donation Screening:  04 14 2001      05 05 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _______    CUST ACCT NO: _____
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV
```

INPUT DATA

- Install Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:
  - — GSA Region — input value = **blank**
  - — DRMO DODAAC — transferring DRMO DODAAC

- Print Doc — input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date — input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop — input value = **Y** or **blank**
- Reclam Code — input values = **Y**, **R**, or **N**
- CC
- Artifact — input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Donation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**

- Method
  - — Install — input values = **C**, **F**, **L**, or **N**
  - — NASA-Wide — input values = **C, F, L** or **N**
- Additional Component Items — input values = **N**
- ECN — input value = next case to be added, if any
- Cust Acct No — input value = next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

NPDMS displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MD / ND4110PA                   DRMO DATA                        14:32:18
                                                                       MSXXX

Local Ref No:                                Turn-In Doc No:
Appropriation Data:
Reimbursement Code:    Exc/Sale:    Unclaimed Prop:    Fair Mkt:

This property is scheduled to be reported on              to DoDAAC:


Ship from Fedstrip ACC:                       Supplementary Address:



Document Identifier Code: TID  ADPE Identification: _   Physical Security: *
Disposal Authority Code: *     Mark For: __
Additional Data Code:   Shipping:   __  DRMO Receiving:   __
                         ________                 __
Navigation: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  LOPF
```

INPUT DATA

- ADPE Identification — input values = **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, **0,** or **blank**
- Physical Security — input values = **A** - **Z**, **1** - **9**
- Disposal Authority Code — input values = **N, M** or **R**
- Mark For — input value = **HM** or **HW**
- Additional Data Code
  - — Shipping
  - — DRMO Receiving
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.6 Non-Controlled Add with DRMO Transfer

This process allows the user to enter single case Non-Controlled Add With DRMO Transfer data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA              NON-CONTROLLED PROPERTY ADD            14:37:03
                                       A CA                             MSXXX
                                                 Cust Acct No: 16230 ECN: G080140
Local Ref No: ________________________________ Turn-In Doc No: ________________
 Initiators Name:  ______________________________ Initiators Org Code: XXXX_
Initiators Phone:( ___ ) ___ - ____          STD: (   )   NSN: 6530 _________
 Item Name: WHEELCHAIR, MOTORIZED CART**********************************
Mfg's Code: 21123  Mfg's Name: EVEREST AND JENNINGS INC______    Mfg Year: 1988
 Model No: MOBIE-L-B___________    Part No: ________________________________
Serial No: 2869171_____________   MMA Code: __       CC: **     Cap Sens Code: Q
  CURR QTY: 1****        UNIT OF MEASURE: EA      UNIT ACQ COST: 1157.00******

 Stock Status Code: 5         Contr Prop: _              Tag No: _____________
Reimbursement Code: _       Grantee Prop: _      Contr/Grant No: ____________
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _____________

Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ____________________________________________________________ More: _
                                                            RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Local Ref No
- Turn-In Doc No — input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone

- NSN
- Item Name
- Mfg's Code — input values = blank, valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name — input values = blank, name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Cap Sens Code — input values = **N**, **X**, **Q**, **M** or **P**
- Qty
- Unit of Measure
- Unit Acq Cost
- Stock Status Code — input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop — input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop — input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale — input value = **Y** or **blank**
- Unclaimed Prop — input value = **Y** or **blank**

- Date Found — input format = **MM/DD/YYYY**
- Fair Mkt
- Mat Inv — input value = **Y** or **blank**
- Shelf Life Type
- Exp Date
- Ext Date
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc — input value = **Y** or **N**
- Item Desc
- More — input value = **Y** or **blank**
- Retain — input value = **Y** or **N** (Default = N)

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the system displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

```
ND4110MN                    ITEM DESCRIPTION

 PROP      ITEM 1_____________________________________________________        1
 DESC      ___________________________________________________________        2
           ___________________________________________________________        3
           ___________________________________________________________        4
           ___________________________________________________________        5
           ___________________________________________________________        6

 TECH      ______________________________________________________________
 HEADERS   ______________________________________________________________
           ______________________________________________________________
           ______________________________________________________________

 TECH      ______________________________________________________________ 1
 DESC      ______________________________________________________________ 2
           ______________________________________________________________ 3
           ______________________________________________________________ 4
           ______________________________________________________________ 5
           ______________________________________________________________ 6

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF               CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA             NON-CONTROLLED PROPERTY ADD            14:45:56
                                         A CA                          MSXXX
                                                 Cust Acct No: 16230 ECN: G080140
Local Ref No: ________________________________ Turn-In Doc No: ________________
 Initiators Name:  ________________________________ Initiators Org Code: XXXX_
Initiators Phone:( ___ ) ___ - ____          STD: (   )   NSN: 6530 _________
 Item Name: WHEELCHAIR, MOTORIZED CART**********************************
Mfg's Code: 21123  Mfg's Name: EVEREST AND JENNINGS INC______    Mfg Year: 1988
 Model                                                                  ___
Serial                                                                  ode: Q
  CURR   ND4110MI      Please Enter Appropriation Data:                 *****

 Stock        ____________________________________________             _____
Reimbu                                                                  ____
Exc/Sa                     Enter 'C' to Cancel: _                       _____
                                                                        __
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ____________________________________________________________ More: _
                                                                 RETAIN (Y/N): N
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Additional Item Description.
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA                   ADD SCREEN 2                     14:49:46
                                       A CA                            MSXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: XXXXX
Property           ______________________________   Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE*********            State: AL Zip: XXXXX ____
          Country: ______________________________
Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N
Warehouse Loc: ___________         Warehoused Date: __ __ ____
DML Code: _     Foreign Prop: _     Reclam Code: _      CC: A1     Artifact: _
               DAYS                                Begin Dates     End Dates
                21_     Installation Screening:  03 01 2001      03 22 2001
Screening       21_        NASA-Wide Screening:  03 01 2001      03 22 2001
Timeframes      21_    Other Federal Screening:  03 23 2001      04 13 2001
                21_         Donation Screening:  04 14 2001      05 05 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _______    CUST ACCT NO: _____
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Install Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:

— GSA Region — input value = **blank**

— DRMO DODAAC — input value = transferring DRMO DODAAC

- Print Doc — input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date — input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop — input value = **Y** or **blank**
- Reclaim Code — input values = **Y**, **R**, or **N**
- CC
- Artifact — input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Days
- Donation Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Method
  - — Install — input values = **C**, **F**, **L**, or **N**
  - — NASA-Wide — input values = **C, F, L** or **N**
- Additional Component Items — input values = **Y** or **N**
- ECN — input value = next case to be added, if any
- Cust Acct No — input value = next case to be added, if any

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MD / ND4110PA                   DRMO DATA                        14:32:18
                                                                       MSXXX

Local Ref No:                                Turn-In Doc No:
Appropriation Data:
Reimbursement Code:    Exc/Sale:    Unclaimed Prop:    Fair Mkt:

This property is scheduled to be reported on              to DoDAAC:


Ship from Fedstrip ACC:                       Supplementary Address:



Document Identifier Code: TID  ADPE Identification: _   Physical Security: *
Disposal Authority Code: *     Mark For: __
Additional Data Code:   Shipping:   __  DRMO Receiving:   __
                         ________                 __
Navigation: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  LOPF
```

INPUT DATA

•	ADPE Identification	input values = **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, **0,** or **blank**
•	Physical Security	input values = **A** - **Z**, **1** - **9**
•	Disposal Authority Code	input values = **N**, **M**, or **R**
•	Mark For	input value = **HM** or **HW**

- Additional Data Code
  - Shipping
  - DRMO Receiving
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.7 Controlled Component System Item Add with DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add With DRMO Transfer function allows the user to add item data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection, enter the ECN and optionally the Cust Acct No to access the COMPONENT SYSTEM CONTROLLED PROPERTY ADD screen (ND4110MA).

- Press **<Enter>**. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA        COMPONENT SYSTEM CONTROLLED ITEM ADD        15:09:16
                                   A CA                                MSXXX
Prop Case No:                     Item ID     Cust Acct No: 33001 ECN:
Local Ref No: ______________________________ Turn-In Doc No: ________________
 Initiators Name:  ______________________________ Initiators Org Code: _____
Initiators Phone:( ___ ) ___ - ____                     NSN: ****  _________
 Item Name: ******************************************************
Mfg's Code: _____  Mfg's Name: ____________________________    Mfg Year: ____
 Model No: _____________________    Part No: ________________________________
Serial No: _____________________   MMA Code: __      CC: **     Cap Sens Code: X
  CURR QTY: *****        UNIT OF MEASURE: **      UNIT ACQ COST: *************

 Stock Status Code: 5         Contr Prop: _              Tag No: _____________
Reimbursement Code: _        Grantee Prop: _      Contr/Grant No: ____________
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____    Fair Mkt: _____________
Mat Inv: _ SHELF LIFE TYPE: 0   EXP DATE: __ __ ____   EXT DATE: __ __ ____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ____________________________________________________________ More: _
                                                          RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg’s Code
- Mfg’s Name
- Mfg Year
- Model No
- Part No

- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

INPUT DATA

- Local Ref No
- Turn-in Doc No — input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code — input values = valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name — input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Unit Acq Cost
- Stock Status Code — input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop — input value = **Y** or **blank**

- Tag No
- Reimbursement Code
- Grantee Prop input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale input value = **Y** or **blank**
- Unclaimed Prop input value = **Y** or **blank**
- Date Found input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc input value = **Y** or **N**
- Item Desc
- More input value = **Y** or **blank**

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, NPDMS displays pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

```
ND4110MN                    ITEM DESCRIPTION

 PROP      ITEM 1_____________________________________________________        1
 DESC      ___________________________________________________________        2
           ___________________________________________________________        3
           ___________________________________________________________        4
           ___________________________________________________________        5
           ___________________________________________________________        6

 TECH      ______________________________________________________________
 HEADERS   ______________________________________________________________
           ______________________________________________________________
           ______________________________________________________________

 TECH      ______________________________________________________________ 1
 DESC      ______________________________________________________________ 2
           ______________________________________________________________ 3
           ______________________________________________________________ 4
           ______________________________________________________________ 5
           ______________________________________________________________ 6

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF               CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA        COMPONENT SYSTEM CONTROLLED ITEM ADD         12:20:05
                                    A CA                                MSXXX
                                            Cust Acct No: 33001
Local Ref No: ________________________________ Turn-In Doc No: ________________
 Initiators Name:  ________________________________ Initiators Org Code: _____
Initiators Phone:( ___ ) ___ - ____                      NSN: 7021 _________
 Item Name: TEST 1*****************************************************
Mfg's Code: _____  Mfg's Name: ________________________________    Mfg Year: ____
 Model                                                                  ___
Serial                                                                  ode: X
  CURR   ND4110MI      Please Enter Appropriation Data:                  *****

 Stock        ______________________________________________            _____
Reimbu                                                                  ____
Exc/Sa                   Enter 'C' to Cancel: _                         _____
Mat In                                                                  __
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: TEST_____________________________________________________ More: _
                                                                RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Appropriation Data
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA                    ADD SCREEN 2                     12:26:45
                                        A CA                            MSXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: 8025****** Room: _____
Property           ______________________________    Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE*********            State: AL Zip: XXXXX ____
          Country: ______________________________
Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N
Warehouse Loc: ___________         Warehoused Date: __ __ ____
DML Code: _     Foreign Prop: _     Reclam Code: _       CC: A1     Artifact: _
               DAYS                              Begin Dates     End Dates
                21_     Installation Screening:  03 01 2001      03 22 2001
Screening       21_        NASA-Wide Screening:  03 01 2001      03 22 2001
Timeframes      0__    Other Federal Screening:  03 23 2001      03 23 2001
                21_          Donation Screening:  03 24 2001      04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _______    CUST ACCT NO: _____
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Install Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:
  - — GSA Region — input value = **blank**
  - — DRMO DODAAC — input value = transferring DRMO DODAAC

- Print Doc — input values = **Y** or **N**
- Warehouse Loc
- Warehoused Date — input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop — input value = **Y** or **blank**
- Reclam Code — input values = **Y**, **R**, or **N**
- CC
- Artifact — input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Donation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**

- Method

  — Install input values = **C**, **F**, **L**, or **N**

  — NASA-Wide input values = **C, F, L** or **N**

- Additional Component Items input values = **Y** or **N**

NOTE: If you want to add more component items, enter Y

- ECN input value = next case to be added, if any

- Cust Acct No input value = next case to be added, if any

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:

— If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

— If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

— After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to

identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.

If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MD / ND4110PA                    DRMO DATA                       14:32:18
                                                                       MSXXX

Local Ref No:                                Turn-In Doc No:
Appropriation Data:
Reimbursement Code:    Exc/Sale:    Unclaimed Prop:    Fair Mkt:

This property is scheduled to be reported on              to DoDAAC:


Ship from Fedstrip ACC:                       Supplementary Address:



Document Identifier Code: TID  ADPE Identification: _   Physical Security: *
Disposal Authority Code: *     Mark For: __
Additional Data Code:   Shipping:   __  DRMO Receiving:   __
                         ________                 __
Navigation: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  LOPF
```

INPUT DATA

- ADPE Identification — input values = **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, **0,** or **blank**
- Physical Security — input values = **A** - **Z**, **1** - **9**
- Disposal Authority Code — input values = **N, M** or **R**
- Mark For — input value = **HM** or **HW**
- Additional Data Code
  - — Shipping
  - — DRMO Receiving
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110ME / ND4110PA        COMPONENT SYSTEM PROPERTY CASE ADD          11:56:11
                                    A I                                MSXXX
Prop Case No: 804101 5335C242


    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:  3
    DML Code:         Artifact:                 Total Acq Cost:        3258.00

Component System Information -
  Component System Name: COMPUTER SYSTEM*************** FSC Code: 7021 CC:  5


                Days                                Begin Dates      End Dates
                 21_     Installation Screening:   10 20 1995       11 10 1995
Screening        21_        NASA-Wide Screening:   10 20 1995       11 10 1995
Timeframes       0__    Other Federal Screening:   11 11 1995       11 11 1995
                 21_         Donation Screening:   11 12 1995       12 03 1995
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV                                CLEAR
```

INPUT DATA

- Component System Name
- FSC Code — input value = component system level

FSC

- CC — input value = component system level CC
- Screening Timeframes
- Days
- Installation Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Days
- Donation Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Method
  - — Install — input values = **C**, **F**, **L**, or **N**
  - — NASA-Wide — input values = **C, F, L** or **N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total

screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.

- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.8 Non-Controlled Component System Item Add with DRMO Transfer

This process allows the user to enter Component System Item Non-Controlled Add With DRMO Transfer data.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA        COMPONENT SYSTEM NON-CONTROLLED ITEM ADD     15:09:16
                                    A CA                                MSXXX
Prop Case No:                        Item ID     Cust Acct No: 33001 ECN:
Local Ref No: ______________________________ Turn-In Doc No: ________________
 Initiators Name:  ______________________________ Initiators Org Code: _____
Initiators Phone:( ___ ) ___ - ____                        NSN: **** _________
 Item Name: ***********************************************************
Mfg's Code: _____  Mfg's Name: ______________________________    Mfg Year: ____
 Model No: _____________________    Part No: ________________________________
Serial No: _____________________   MMA Code: __       CC: **     Cap Sens Code: X
  CURR QTY: *****        UNIT OF MEASURE: **      UNIT ACQ COST: *************

 Stock Status Code: 5         Contr Prop: _              Tag No: _____________
Reimbursement Code: _        Grantee Prop: _      Contr/Grant No: ____________
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _____________
Mat Inv: _ SHELF LIFE TYPE: 0   EXP DATE: __ __ ____   EXT DATE: __ __ ____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ____________________________________________________________ More: _
                                                          RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Local Ref No
- Turn-In Doc No — input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code — input values = blank, valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name — input values = blank, name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No

- MMA Code
- CC
- Cap Sens Code — input values = **N**, **X**, **Q**, **M** or **P**
- Qty
- Unit of Measure
- Unit Acq Cost
- Stock Status Code — input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop — input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop — input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale — input value = **Y** or **blank**
- Unclaimed Prop — input value = **Y** or **blank**
- Date Found — input format = **MM/DD/YYYY**
- Fair Mkt
- Mat Inv — input value = **Y** or **blank**
- Shelf Life Type
- Exp Date
- Ext Date
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc — input value = **Y** or **N**
- Item Desc

- More input value = **Y** or **blank**

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the system displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

```
ND4110MN                    ITEM DESCRIPTION

 PROP      ITEM 1_____________________________________________________        1
 DESC      ___________________________________________________________        2
           ___________________________________________________________        3
           ___________________________________________________________        4
           ___________________________________________________________        5
           ___________________________________________________________        6

 TECH      ____________________________________________________________________
 HEADERS   ____________________________________________________________________
           ____________________________________________________________________
           ____________________________________________________________________

 TECH      ____________________________________________________________________ 1
 DESC      ____________________________________________________________________ 2
           ____________________________________________________________________ 3
           ____________________________________________________________________ 4
           ____________________________________________________________________ 5
           ____________________________________________________________________ 6

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc

- Tech Headers

- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND4110MA / ND4110PA    COMPONENT SYSTEM NON-CONTROLLED ITEM ADD       14:11:00
                                                                       MSXXX
 Prop Case No:                  Item No:       Cust Acct No: 16230 ECN: G080140
 Local Ref No: ______________________________ Turn-In Doc No: _________________
  Initiators Name:  ____________________________ Initiators Org Code: XXXX_
 Initiators Phone:( ___ ) ___ - ____          STD: (   )   NSN: XXXX _________
  Item Name: WHEELCHAIR, MOTORIZED CART**********************************
 Mfg's Code: XXXXX  Mfg's Name: EVEREST AND JENNINGS INC______    Mfg Year: XXXX
  Model                                                                  ___
 Serial                                                                  ode: Q
   CURR   ND4110MI      Please Enter Appropriation Data:                  *****

  Stock        ____________________________________________________      _____
 Reimbu                                                                  ____
 Exc/Sa                   Enter 'C' to Cancel: _                        _____
                                                                         __
 Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
 Item Desc: ____________________________________________________________ More: _
                                                                RETAIN (Y/N): N
 Navigation: ____________________________________________________
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Appropriation Data
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA      COMPONENT SYSTEM ITEM ADD SCREEN 2            12:26:45
                                                                       MSXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: _____
Property           ______________________________    Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE*********            State: AL Zip: XXXXX ____
          Country: ______________________________
Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N
Warehouse Loc: ___________         Warehoused Date: __ __ ____
DML Code: _     Foreign Prop: _     Reclam Code: _       CC: A1     Artifact: _
               DAYS                              Begin Dates     End Dates
                21_     Installation Screening:  03 01 2001      03 22 2001
Screening       21_        NASA-Wide Screening:  03 01 2001      03 22 2001
Timeframes      0__    Other Federal Screening:  03 23 2001      03 23 2001
                21_          Donation Screening:  03 24 2001      04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _______    CUST ACCT NO: _____
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Install Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:
  - — GSA Region — input value = **blank**
  - — DRMO DODAAC — input value = transferring DRMO DODAAC

- Print Doc — input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date — input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop — input value = **Y** or **blank**
- Reclaim Code — input values = **Y**, **R**, or **N**
- CC
- Artifact — input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Donation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**

- Method

  — Install input values = **C**, **F**, **L**, or **N**

  — NASA-Wide input values = **C, F, L** or **N**

- Additional Component Items input values = **Y** or **N**

NOTE: If you want to add more component items, enter Y.

- ECN input value = next case to be added, if any

- Cust Acct No input value = next case to be added, if any

- NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:

  — If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'.*

  — If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s)'*.

  — After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following

transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.

- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MD / ND4110PA                    DRMO DATA                       14:32:18
                                                                       MSXXX

Local Ref No:                                Turn-In Doc No:
Appropriation Data:
Reimbursement Code:    Exc/Sale:    Unclaimed Prop:    Fair Mkt:

This property is scheduled to be reported on              to DoDAAC:


Ship from Fedstrip ACC:                       Supplementary Address:



Document Identifier Code: TID  ADPE Identification: _   Physical Security: *
Disposal Authority Code: *     Mark For: __
Additional Data Code:   Shipping:   __  DRMO Receiving:   __
                         ________                 __
Navigation: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  LOPF
```

INPUT DATA

- ADPE Identification — input values = **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, **0**, or **blank**
- Physical Security — input values = **A** - **Z**, **1** - **9**
- Disposal Authority Code — input values = **N**, **M**, or **R**
- Mark For — input value = **HM** or **HW**
- Additional Data Code
  - — Shipping
  - — DRMO Receiving
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110ME / ND4110PA       COMPONENT SYSTEM PROPERTY CASE ADD           14:52:04
                                                                       MSXXX
Prop Case No:


    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:
    DML Code:         Artifact:                 Total Acq Cost:

Component System Information -
  Component System Name: ****************************** FSC Code: **** CC: **


                Days                                Begin Dates      End Dates
                 0__     Installation Screening:    ** ** ****       ** ** ****
Screening        0__        NASA-Wide Screening:    ** ** ****       ** ** ****
Timeframes       0__    Other Federal Screening:    ** ** ****       ** ** ****
                 0__          Donation Screening:   ** ** ****       ** ** ****
Method = Install: * NASA-Wide: * (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
                          ________                 __
Navigation: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  LOPF  PREV                                                   EXIT
```

INPUT DATA

- Component System Name
- FSC Code — input value = component system

level FSC

- CC — input value = component system level CC
- Screening Timeframes
- Days
- Installation Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Days
- Donation Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Method
  - — Install — input values = **C**, **F**, **L**, or **N**
  - — NASA-Wide — input values = **C, F, L** or **N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total

screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.

- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.9 Component System Item Add To Existing Component System

This Add process allows the user to Add an item to an established component system.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection, enter an existing Component System Prop Case No and Press **<Enter>**. This brings up ND4110MA screen with Prop Case No and Next Item Id (assigned by the system).

- Appropriate data fields are populated and displayed by the system.

- Refer to the following UOG sections for step-by-step instructions:

— 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)

— 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)

— 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)

— 4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to add another component item:

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA      COMPONENT SYSTEM ITEM ADD SCREEN 2            12:26:45
                                                                       MSXXX
Property Case No:                  Item Id:
     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: _____
Property           ____________________________    Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE*********            State: AL Zip: XXXXX ____
          Country: ____________________________
Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N
Warehouse Loc: ___________          Warehoused Date: __ __ ____
DML Code: _     Foreign Prop: _     Reclam Code: _      CC: A1     Artifact: _
               DAYS                              Begin Dates     End Dates
                21_     Installation Screening:  03 01 2001      03 22 2001
Screening       21_        NASA-Wide Screening:  03 01 2001      03 22 2001
Timeframes      0__    Other Federal Screening:  03 23 2001      03 23 2001
                21_         Donation Screening:  03 24 2001      04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _______    CUST ACCT NO: _____
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Print Doc input value = **Y** or **N**

NOTE: If the property of either case was reported to GSA, the user may wish to generate a correction document to GSA.

- Additional Component Item input value = **Y**

- Press **<Enter>**.

If Print Doc equals Y, NPDMS displays the pop-up window (ND5100MB).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4210PA         COMPONENT SYSTEM ITEM ADD SCREEN 2         12:34:52
                                     CH CA                             MSXXX
PROP CASE NO: 804101 6282S031
     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXXXX***************  Phone:( XXX ) XXX - XXXX
          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_
Proper                                                                  11
Locati                                                                  ___
          ND5100MB
Report                Mark the document(s) you wish printed
Wareho
DML Co              _  Print NASA 811 ('Y')                             ct: _
                    _  Print NASA 812 ('Y')                             s
                    _  Print SF-120 Correction ('C')                    96
Screen              _  Print SF-120 Withdrawal ('W')                    96
Timefr              _  Print DD-1348-1A ('Y')                           96
                    _  Print Foreign Disposal Approval Form ('Y')       96
Method                                                                   Only)
                      Enter 'C' to Cancel: _
Naviga
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                                     EXIT
```

INPUT DATA

- Print SF-120 Correction (’C’) input value = **C**
- Press **<Enter>**.

If Print SF-120 equals C, NPDMS displays the pop-up window (ND5100MD).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4210PA       COMPONENT SYSTEM ITEM ADD SCREEN 2           12:34:52
                                     CH CA                             MSXXX
PROP CASE NO: 804101 6282S031
     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXXXX***************  Phone:( XXX ) XXX - XXXX
          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_
Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX
Location     City: MSFC***************             State: AL Zip: XXXXX ____
*************************************************************
         ND5100MD
                  GSA Withdrawal Approval Date:  **  **  ****

        Withdrawal/Correction Narrative:
 ____________________________________________________________
 ____________________________________________________________
 ____________________________________________________________
 ____________________________________________________________

                    Enter 'C' to Cancel: _
*************************************************************
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                                     EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative

- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. From this point, NPDMS processing continues the same as in the previously cited UOG Sections. Refer to the appropriate UOG Sections. If you enter **C** to Cancel, NPDMS displays the component System Item Add Screen 2 (ND4110MB).

4.8.1.10 Single and Component System Item Case Add With Receipt

This Add process allows the user to generate a Receipt, which records the physical receipt of personal property by the PDO. To generate a Receipt outside the Add process refer to UOG Section 4.8.4.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the Case Add screen,

- Appropriate data fields are populated and displayed by the system.

- Refer to the following UOG sections for step-by-step instructions:

  — 4.8.1.1 (Controlled Add with GSA Reporting)

  — 4.8.1.2 (Non-Controlled Add with GSA Reporting)

  — 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)

  — 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)

  — 4.8.1.5 (Controlled Add with DRMO Transfer)

  — 4.8.1.6 (Non-Controlled Add with DRMO Transfer)

  — 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)

— 4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to generate a Receipt at the time of Add:

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4110PA      COMPONENT SYSTEM ITEM ADD SCREEN 2            12:26:45
                                                                       MSXXX
Prop Case No:                      Item Id:
     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: _____
Property           ______________________________    Fax:( XXX ) XXX - XXXX
Location     City: HUNTSVILLE**********           State: AL Zip: XXXXX ____
          Country: ______________________________
Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N
Warehouse Loc: ___________         Warehoused Date: __ __ ____
DML Code: _     Foreign Prop: _     Reclam Code: _      CC: A1     Artifact: _
               DAYS                                Begin Dates     End Dates
                21_     Installation Screening:  03 01 2001      03 22 2001
Screening       21_        NASA-Wide Screening:  03 01 2001      03 22 2001
Timeframes      0__    Other Federal Screening:  03 23 2001      03 23 2001
                21_         Donation Screening:  03 24 2001      04 14 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _______    CUST ACCT NO: _____
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Warehouse Loc
- Warehoused Date input format = **MM/DD/YYYY**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening
  - — Begin Dates input format = **MM/DD/YYYY**
  - — End Dates input format = **MM/DD/YYYY**
- Days

- NASA-Wide Screening
  - Begin Dates input format = **MM/DD/YYYY**
  - End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
  - Begin Dates input format = **MM/DD/YYYY**
  - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
  - Begin Dates input format = **MM/DD/YYYY**
  - End Dates input format = **MM/DD/YYYY**
- NPDMS will test for modifications made to the date fields when the **<Enter>** key is pressed. The ND4110MB (ADD SCREEN 2) screen will display again with newly calculated dates.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- From this point, NPDMS processing continues the same as in the previously cited UOG Sections. Refer to the appropriate UOG Sections.

4.8.1.11 Non-Controlled/Controlled Property Check

This Add process is initiated for the functional Add of Non-Controlled property Add data. During the Non-Controlled property Add, the system checks for Controlled (NEMS-tagged) property using the manufacturer model, serial number, quantity, and unit of measure. If the quantity equals one (1), and the unit of measure equals each (ea), and a match of the manufacturer model and serial number occurs for a controlled piece of property monitored by NEMS, NPDMS allows the user to process the property as Controlled or Non-Controlled.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the NON-CONTROLLED PROPERTY ADD (ND4110MA) screen,

Appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA       NON-CONTROLLED PROPERTY ITEM ADD              10:48:18
                                                                        MSXXX
Prop Case No: 804101 5335C242      ITEM ID: 03 Cust Acct No: 33001
Local Ref No: ______________________________ Turn-In Doc No: ________________
 Initiators Name:  ______________________________ Initiators Org Code: _____
Initiators Phone:( ___ ) ___ - ____                     NSN: ****  _________
 Item Name: ******************************************************
Mfg's Code: _____  Mfg's Name: ____________________________    Mfg Year: ____
 Model No: _____________________    Part No: ________________________________
Serial No: _____________________   MMA Code: __      CC: **     Cap Sens Code: X
       QTY: *****        UNIT OF MEASURE: **          ACQ COST: *************

 Stock Status Code: 5         Contr Prop: _              Tag No: ______________
Reimbursement Code: _       Grantee Prop: _      Contr/Grant No: _____________
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____    Fair Mkt: _____________
Mat Inv: _ SHELF LIFE TYPE: 0   EXP DATE: __ __ ____   EXT DATE: __ __ ____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ____________________________________________________________ More: _
                                                              RETAIN (Y/N): N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Local Ref No

- Turn-In Doc No — input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code — input values = blank, valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name — input values = blank, name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No

NOTE: the value cannot be blank or NONE

- Part No
- Serial No

NOTE: the value can not be blank or NONE

- MMA Code
- CC
- Cap Sens Code — input values = **N**, **X**, **Q**, **M** or **P**
- Qty — input value = **1**
- Unit of Measure — input value = **ea**

- Unit Acq Cost
- Stock Status Code input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale input value = **Y** or **blank**
- Unclaimed Prop input value = **Y** or **blank**
- Date Found input format = **MM/DD/YYYY**
- Fair Mkt
- Mat Inv input value = **Y** or **blank**
- Shelf Life Type
- Exp Date
- Ext Date
- Haz Mat Code
- Precious Metals Code
- Print Pickup Doc input value = **Y** or **N**
- Item Desc
- More input value = **Y** or **blank**

- Press **<Enter>.** NPDMS displays a pop-up window (ND4110MF) message prompt that requires user response.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4110PA            NON-CONTROLLED PROPERTY ADD              12:07:41
                                        A CA                            MSXXX
                                                Cust Acct No: XXXXX
Local Ref No: ________________________________ Turn-In Doc No: _________________
 Initiators Name:  ________________________________ Initiators Org Code: ______
 ****************************************************************************
   ND4110MF

  A record has been found on the NEMS Equipment File with
  the same Model Number and Serial Number.

  ECN:          Item Name:

  Do you wish to process this case as a Controlled Property? (Y/N): _

  NOTE:  Some of the data may be changed.
 ****************************************************************************
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Process as a Controlled Property — input value = **Y** or **N**
- Enter 'C' to Cancel — input value = **C** or **blank**
- Press **<Enter>**. If the user elects to process the entered record as controlled property, the case record is updated with the controlled property information. NPDMS generates an E01 Add Transaction and a X90 Transaction to identify NEMS Equipment data. NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and remains on the Add screen for entry of the next record.
- Haz Mat Ind