corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

- NPDMS re-displays the Exchange/Sale of Property - Traded to Vendor (T19) screen (ND5119MB), along with the message: *'Entry Reference Number Assigned Is = N10'.* If Next Traded To Vendor Trans equals N and the user presses **<Enter>**, NPDMS returns to the Transaction Menu (ND5000MA).

- NPDMS generates an Item Id, T19 Transaction and unique Property Transaction ERN to the Transaction History File.

4.8.7 Freezes

This process allows the user to "flag" available NASA Property for potential utilization or disposition by entering various freeze data. The freeze data includes the name of the person interested in the item, their agency or company, and the quantity requested. The freeze data also identifies whether or not the necessary paperwork to process the final transaction has been received. This process allows the user to add, change or delete a freeze record.

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 NPDMS MAIN MENU (NDO000MB) type **5** at Enter Selection to access the TRANSACTION MENU (ND5000MA).

- Press **<Enter>**.

The TRANSACTION MENU screen (ND5000MA) is displayed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5000MA / ND5000PA                  TRANSACTION MENU                  14:17:38
                                        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 = **7**
- Prop Case No (mandatory)
- Item Id (optional)
- Press **<Enter>**.
- If the property is a component system and the Item Id field is not entered, NPDMS displays the (ND4110MM) Component System Item Selection screen to select the item for freeze.

Appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       02/03/98
ND4110MM /                   COMPONENT SYSTEM ITEM SELECTION            14:45:30
                                                                        MSXXX
Prop Case No:
Component System Name:                                   FSC Code:       CC:
    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:
    DML Code:         Artifact:                 Total Acq Cost:
======================= SELECT COMPONENT RECORD TO CHANGE =====================
   Item          Item Name              Turn in Doc Nmbr     Cur   Cur Acq Cost
    Id                                                       Qty
1
2
3
4
5
6
7
8

 Enter the Line No to process: _
                                                                        More:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
```

INPUT DATA

- Enter the Line No to process — input values = **1 - 8**
- More — input value = **Y**
- Press **<Enter>**.
- If the Component System has more than 8 component system items, type **Y** at More. The screen displays an additional 1 - 8 component system items for selection.

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

4.8.7.1 Add Freeze

This process allows the user to enter freeze data for NASA Property. Freeze data includes the name of the person interested in the item, their agency or company, quantity requested and identifies whether or not the necessary paperwork to process the final transaction has been received.

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, and (optionally) Item Id.
- Press **<Enter>**. NPDMS displays the appropriate data on the FREEZE TRANSACTIONS screen (ND5100MA), and places the cursor at the first input field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5100MA / ND5100PA                FREEZE TRANSACTIONS                 14:52:46
                                       F                               MSXXX
Prop Case No: 8041015332S097          Item ID: 01          ECN: G031461
Local Ref No:                                  Component System: N
   Item Name: COMPUTER, MICRO                  Turn-In Doc No:
   Item Desc:                                  NASA Wide End Date:  12 / 19 / 95
Current Available Qty: 1                       OFA Scrng End Date:  12 / 20 / 95
  Unfrozen:      1 Frozen: 0                        GSA Rpt Date:  01 / 10 / 96
============================= FREEZE INFORMATION ==========================
Choice     Freeze        Delinquent     Qty   Priority  Freeze  Refer    Print
            Date           Date                Ind      Type   Susp   Doc (Y/N)
  _     03  01  2001   03  15  2001   ______    _        _      _       _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _     03  01  2001   03  15  2001   ______    _        _      _       _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _     03  01  2001   03  15  2001   ______    _        _      _       _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
 (A=Add new freeze,C=Change freeze,D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 ________    Next Item ID: __
Navigation: ____________________________________________________________  More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                     EXIT
```

INPUT DATA

- Choice — input value = **A**
- Freeze Date — input format = **MM/DD/YYYY**
- Delinquent Date — input format = **MM/DD/YYYY**

- Qty
- Priority Ind — input value = **1**, **2**, or **3**
- Freeze Type — input values = **N**, **E**, **F**, or **D**
- Refer Susp — input values = **R**, **S**, or **blank**
- Print Doc — input value = **Y** or **N**
- Name
- Agency
- Phone
- Next Prop Case No
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

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

```
                 NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                            FREEZE TRANSACTIONS
ND5100MA /    ND5100MB
                              Mark the document(s) you wish printed
Prop Case
Local Ref                   _  Print NASA 811 ('Y')
   Item Na                  _  Print NASA 812 ('Y')
   Item De                  _  Print SF-120 Correction ('C')
Current Av                  _  Print SF-120 Withdrawal ('W')
  Unfrozen                  _  Print DD-1348-1A ('Y')
==========                  _  Print Foreign Disposal Approval Form ('Y')
Choice
                              Enter 'C' to Cancel: _
  A     03
    Name: MARSHALL SPACE FLIGHT CENTER__ Agency: HUD__ Phone:( 205 ) 544 - 5555
  _     03  01  2001   03  15  2001   ______  _       _      _     _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _     03  01  2001   03  15  2001   ______  _       _      _     _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
 (A=Add new freeze,C=Change freeze,D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 ________    Next Item ID: __
Navigation: ____________________________________________________   More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Print NASA 811 — input value = **Y** or **blank**
- Print NASA 812 — input value = **Y** or **blank**
- Print SF-120 Correction — input value = **C** or **blank**
- Print SF-120 Withdrawal — input value = **W** or **blank**
- Print DD-1348-1A — input value = **Y** or **blank**
- Print Foreign Disposal Approval Form — input value = **Y** or **blank**
- Enter ’C’ to Cancel — input value = **C** or **blank**
- Press **<Enter>**.

NOTE: On the basis of previously entered data, the cursor only moves to the applicable documents that need printing.

If Print NASA 811 or Print NASA 812 equals **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments. If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

```
NDXSRVMA                 Disposal Reason/Survey Comments

Disposal Reason:
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________

Survey Comments:
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________
 ____________________________________________________________________________

                          Enter'C' TO Cancel: _
```

INPUT DATA

- Disposal Reason
- Survey Comments
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**.

If Print Foreign Disposal Approval Form equals **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments. If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

```
                 NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                           FREEZE TRANSACTIONS
ND5100MA /    ND5100MC      Property Transaction Description:

Prop Case     ____________________________________________________________
Local Ref     ____________________________________________________________
   Item Na    ____________________________________________________________
   Item De    ____________________________________________________________
Current Av
  Unfrozen                     Enter 'C' to Cancel: _
==========
Choice

  A     03
    Name: Marshall Space Flight Center__ Agency: MSFC_ Phone:( 205 ) 544 - 5555
  _     03  01  2001   03  15  2001   ______    _        _      _       _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _     03  01  2001   03  15  2001   ______    _        _      _       _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
 (A=Add new freeze,C=Change freeze,D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 ________    Next Item ID: __
Navigation: ____________________________________________________________  More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel — input value = **C** or **blank**
- Press **<Enter>**.

If Print SF-120 Correction equals C, or Print SF-120 Withdrawal equals W, NPDMS displays the WITHDRAWAL/CORRECTION NARRATIVE pop-up window (ND5100MD). If you enter 'C' to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

```
                 NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                            FREEZE TRANSACTIONS
ND5100MA /     ND5100MD
                                GSA Withdrawal Approval Date:
Prop Case
Local Ref             Withdrawal/Correction Narrative:
   Item Na     ____________________________________________________________
   Item De     ____________________________________________________________
Current Av     ____________________________________________________________
  Unfrozen     ____________________________________________________________
==========
Choice                                Enter 'C' to Cancel: _

  A     03
    Name: Marshall Space Flight Center__ Agency: MSFC_ Phone:( 205 ) 544 - 5555
  _     03  01  2001   03  15  2001   ______   _        _      _       _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _     03  01  2001   03  15  2001   ______   _        _      _       _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
 (A=Add new freeze,C=Change freeze,D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 ________    Next Item ID: __
Navigation: ____________________________________________________________   More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                     EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C** 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 **C** is entered to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).
- The system generates a F00 Transaction and unique Property Transaction ERN.

- NPDMS displays the message *'Record Successfully Added - ERN Assigned Is N10'* on the FREEZE TRANSACTIONS screen (ND5100MA).

4.8.7.2 Change Existing Freeze

This process allows the user to change existing Freeze data (quantity requested, requestor name, phone number, etc.).

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, and (optionally) Item Id.
- Press <Enter>. NPDMS displays the appropriate data on the FREEZE TRANSACTIONS screen (ND5100MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5100MA / ND5100PA                FREEZE TRANSACTIONS                  14:52:46
                                       F                                MSXXX
Prop Case No: 8041015332S097          Item ID: 01          ECN: G031461
Local Ref No:                                   Component System: N
   Item Name: COMPUTER, MICRO                   Turn-In Doc No:
   Item Desc:                                   NASA Wide End Date:  12 / 19 / 95
Current Available Qty: 1                        OFA Scrng End Date:  12 / 20 / 95
  Unfrozen:      1 Frozen: 0                          GSA Rpt Date:  01 / 10 / 96
=============================== FREEZE INFORMATION ============================
Choice     Freeze       Delinquent     Qty   Priority  Freeze  Refer    Print
            Date           Date                Ind      Type   Susp   Doc (Y/N)
  _      03  01  2001   03  15  2001   ______    _        _      _      _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _      03  01  2001   03  15  2001   ______    _        _      _      _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _      03  01  2001   03  15  2001   ______    _        _      _      _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
 (A=Add new freeze,C=Change freeze,D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 ________    Next Item ID: __
Navigation: ____________________________________________________   More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Choice — input value = **C**
- Freeze Date — input format = **MM/DD/YYYY**
- Delinquent Date — input format = **MM/DD/YYYY**
- Qty
- Priority Ind — input value = **1**, **2**, or **3**
- Refer Susp — input values = **R**, **S**, or **blank**
- Print Doc — input values = **Y** or **N**
- Name
- Agency
- Phone
- Next Prop Case No
- More — input value = **Y** or **blank**

- Press **<Enter>**.
- If Print Doc equals **N**, NPDMS displays pop-up window (ND5100NA)

```
                 DAYS                                Begin Dates   End Dates
                  21     Installation Screening:  03 24 1999    04 14 1999
   Screening      21        NASA-Wide Screening:  03 24 1999    04 14 1999
   Timeframes     0      Other Federal Screening:  04 15 1999    04 15 1999
                  21          Donation Screening:  04 16 1999    05 07 1999

   Recalculate screening dates?  Y
```

```
============================== FREEZE INFORMATION ============================
Choice     Freeze       Delinquent     Qty   Priority  Freeze  Refer    Print
            Date          Date                Ind      Type   Susp   Doc (Y/N)
  C     03  24  1999   04  07  1999   1_____    1         N      R       n
    Name: HAUSE_____________________________ Agency: CSC__ Phone:( 123 ) 456 - 7890
  _     03  24  1999   04  07  1999   ______   _         _      _       _
    Name: _________________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _     03  24  1999   04  07  1999   ______   _         _      _       _
    Name: _________________________________ Agency: _____ Phone:( ___ ) ___ - ____
 (A=Add new freeze,C=Change freeze,D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 ________    Next Item ID: __
Navigation: ____________________________________________________   More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                     EXIT
```

INPUT DATA

- Recalculate screening dates input value = Y or N

- If Recalculate screening dates equals Y, NPDMS recalculates screening dates using current system date.

- If Refer Susp equals **S**, NPDMS displays pop-up window (ND5100NA)

```
                 DAYS                                Begin Dates   End Dates
                  21     Installation Screening:  03 24 1999    04 14 1999
   Screening      21        NASA-Wide Screening:  03 24 1999    04 14 1999
   Timeframes     0     Other Federal Screening:  04 15 1999    04 15 1999
                  21         Donation Screening:  04 16 1999    05 07 1999

   Recalculate screening dates?  Y
```

```
=============================== FREEZE INFORMATION ============================
Choice     Freeze       Delinquent     Qty   Priority  Freeze  Refer    Print
            Date           Date                Ind      Type   Susp   Doc (Y/N)
  C     03  24  1999   04  07  1999   1_____     1         N      R       n
    Name: HAUSE_________________________ Agency: CSC__ Phone:( 123 ) 456 - 7890
  _     03  24  1999   04  07  1999   ______  _       _       _      _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _     03  24  1999   04  07  1999   ______  _       _       _      _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
 (A=Add new freeze,C=Change freeze,D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 ________    Next Item ID: __
Navigation: ____________________________________________________   More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Recalculate screening dates input value = **Y** or **N**

  - If Recalculate screening dates equals **Y**, NPDMS recalculates screening dates using current system date.

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

```
                 NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                            FREEZE TRANSACTIONS
ND5100MA /     ND5100MB
                             Mark the document(s) you wish printed
Prop Case
Local Ref                _  Print NASA 811 ('Y')
   Item Na               _  Print NASA 812 ('Y')
   Item De               _  Print SF-120 Correction ('C')
Current Av               _  Print SF-120 Withdrawal ('W')
  Unfrozen               _  Print DD-1348-1A ('Y')
==========               _  Print Foreign Disposal Approval Form ('Y')
Choice
                            Enter 'C' to Cancel: _
  A     03
    Name: MARSHALL SPACE FLIGHT CENTER__ Agency: HUD__ Phone:( 205 ) 544 - 5555
  _     03  01  2001   03  15  2001   ______   _        _      _      _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _     03  01  2001   03  15  2001   ______   _        _      _      _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
 (A=Add new freeze,C=Change freeze,D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 ________    Next Item ID: __
Navigation: ____________________________________________________   More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Print NASA 811 — input value = **Y** or **blank**
- Print NASA 812 — input value = **Y** or **blank**
- Print SF-120 Correction — input value = **C** or **blank**
- Print SF-120 Withdrawal — input value = **W** or **blank**
- Print DD-1348-1A — input value = **Y** or **blank**
- Print Foreign Disposal Approval Form — input value = **Y** or **blank**
- Enter ’C’ to Cancel — input value = **C** or **blank**
- Press **<Enter>**.

If Print NASA 811 or Print NASA 812 equals **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments. If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

```
NDXSRVMA                 Disposal Reason/Survey Comments

   Disposal Reason:
    ____________________________________________________________________________
    ____________________________________________________________________________
    ____________________________________________________________________________
    ____________________________________________________________________________
    ____________________________________________________________________________
    ____________________________________________________________________________
    ____________________________________________________________________________
    ____________________________________________________________________________
    ____________________________________________________________________________
    ____________________________________________________________________________

   Survey Comments:
    ____________________________________________________________________________
    ____________________________________________________________________________
    ____________________________________________________________________________
    ____________________________________________________________________________

                            Enter'C' TO Cancel: _
```

INPUT DATA

- Disposal Reason
- Survey Comments
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**.

If Print Foreign Disposal Approval Form equals **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments. If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

```
                 NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                            FREEZE TRANSACTIONS
ND5100MA /     ND5100MC      Property Transaction Description:

Prop Case      ____________________________________________________________
Local Ref      ____________________________________________________________
   Item Na     ____________________________________________________________
   Item De     ____________________________________________________________
Current Av
  Unfrozen                        Enter 'C' to Cancel: _
==========
Choice

  A     03
    Name: Marshall Space Flight Center__ Agency: MSFC_ Phone:( 205 ) 544 - 5555
  _     03  01  2001   03  15  2001   ______  _       _      _   _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _     03  01  2001   03  15  2001   ______  _       _      _   _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
 (A=Add new freeze,C=Change freeze,D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 ________    Next Item ID: __
Navigation: ____________________________________________________   More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>.**
- If Print SF-120 Correction equals C, or Print SF-120 Withdrawal equals W, NPDMS displays the WITHDRAWAL/CORRECTION NARRATIVE pop-up window (ND5100MD). If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

```
                 NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                          FREEZE TRANSACTIONS
ND5100MA /     ND5100MD
                          GSA Withdrawal Approval Date:
Prop Case
Local Ref            Withdrawal/Correction Narrative:
   Item Na     ____________________________________________________________
   Item De     ____________________________________________________________
Current Av     ____________________________________________________________
  Unfrozen     ____________________________________________________________
==========
Choice                            Enter 'C' to Cancel: _

  A     03
    Name: Marshall Space Flight Center__ Agency: MSFC_ Phone:( 205 ) 544 - 5555
  _     03  01  2001   03  15  2001   ______   _        _      _      _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _     03  01  2001   03  15  2001   ______   _        _      _      _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
 (A=Add new freeze,C=Change freeze,D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 ________    Next Item ID: __
Navigation: ____________________________________________________   More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA~

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** 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 **C** is entered to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).
- The F00 Transaction record is updated.
- NPDMS then displays the message *’Record Successfully Changed - ERN Assigned Is N10’* on the Freeze Transaction screen (ND5100MA).

4.8.7.3 Delete Existing Freeze

This process allows the user to delete (thaw) existing Freeze 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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, and (optionally) Item Id.
- Press <Enter>. NPDMS displays the appropriate data on the FREEZE TRANSACTIONS screen (ND5100MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5100MA / ND5100PA                FREEZE TRANSACTIONS                  14:52:46
                                        F                               MSXXX
Prop Case No: 8041015332S097          Item ID: 01          ECN: G031461
Local Ref No:                                  Component System: N
   Item Name: COMPUTER, MICRO                  Turn-In Doc No:
   Item Desc:                                  NASA Wide End Date:  12 / 19 / 95
Current Available Qty: 1                       OFA Scrng End Date:  12 / 20 / 95
  Unfrozen:      1 Frozen: 0                          GSA Rpt Date:  01 / 10 / 96
============================== FREEZE INFORMATION ============================
Choice     Freeze       Delinquent     Qty   Priority  Freeze  Refer    Print
            Date           Date                Ind      Type   Susp   Doc (Y/N)
  _      03  01  2001   03  15  2001   ______   _       _      _      _
    Name: ________________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _      03  01  2001   03  15  2001   ______   _       _      _      _
    Name: ________________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _      03  01  2001   03  15  2001   ______   _       _      _      _
    Name: ________________________________ Agency: _____ Phone:( ___ ) ___ - ____
 (A=Add new freeze,C=Change freeze,D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 ________    Next Item ID: __
Navigation: ____________________________________________________________   More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                     EXIT
```

INPUT DATA

- Choice — input value = **D**
- Next Prop Case No

- 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 Print Doc equals **N**, NPDMS displays pop-up window (ND5100NA)

```
                  DAYS                                Begin Dates   End Dates
                   21     Installation Screening:  03 24 1999    04 14 1999
     Screening     21        NASA-Wide Screening:  03 24 1999    04 14 1999
     Timeframes    0     Other Federal Screening:  04 15 1999    04 15 1999
                   21         Donation Screening:  04 16 1999    05 07 1999

     Recalculate screening dates?  Y

============================= FREEZE INFORMATION ==========================
Choice     Freeze       Delinquent     Qty   Priority  Freeze  Refer    Print
            Date           Date                Ind      Type   Susp   Doc (Y/N)
  C     03  24  1999   04  07  1999   1_____    1         N      R       n
    Name: HAUSE_________________________ Agency: CSC__ Phone:( 123 ) 456 - 7890
  _     03  24  1999   04  07  1999   ______    _         _      _       _
    Name: _____________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _     03  24  1999   04  07  1999   ______    _         _      _       _
    Name: _____________________________ Agency: _____ Phone:( ___ ) ___ - ____
 (A=Add new freeze,C=Change freeze,D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 ________    Next Item ID: __
Navigation: ____________________________________________________   More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Recalculate screening dates input value = Y or N
- If Recalculate screening dates equals Y, NPDMS recalculates screening dates using current system date.
- If Refer Susp equals **S**, NPDMS displays pop-up window (ND5100NA)

```
                 DAYS                                Begin Dates   End Dates
                  21     Installation Screening:  03 24 1999    04 14 1999
   Screening      21        NASA-Wide Screening:  03 24 1999    04 14 1999
   Timeframes     0     Other Federal Screening:  04 15 1999    04 15 1999
                  21         Donation Screening:  04 16 1999    05 07 1999

   Recalculate screening dates?  Y

============================== FREEZE INFORMATION ============================
Choice     Freeze       Delinquent     Qty   Priority  Freeze  Refer    Print
            Date           Date                Ind      Type   Susp   Doc (Y/N)
  C     03  24  1999   04  07  1999   1_____    1         N      R       n
    Name: HAUSE_________________________ Agency: CSC__ Phone:( 123 ) 456 - 7890
  _     03  24  1999   04  07  1999   ______    _         _      _       _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _     03  24  1999   04  07  1999   ______    _         _      _       _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
 (A=Add new freeze,C=Change freeze,D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 ________    Next Item ID: __
Navigation: ____________________________________________________________   More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                     EXIT
```

INPUT DATA

- Recalculate screening dates input value = **Y** or **N**

- If Recalculate screening dates equals **Y**, NPDMS recalculates screening dates using current system date.

  - The F00 Transaction record is updated.

  - NPDMS then displays the message *'Record Successfully Deleted - ERN Assigned Is N10'* on the (ND5100MA) Freeze Transaction screen.

4.8.7.4 Transaction Processing for a Final Disposition from an Existing Freeze

This process allows the user to process a Final Disposition from an existing Freeze.

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.

  - Component System records are processed one item at a time.

  - From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, and (optionally) Item Id.

  - Press <Enter>. NPDMS displays the appropriate data on the FREEZE TRANSACTIONS screen (ND5100MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5100MA / ND5100PA                FREEZE TRANSACTIONS                  14:52:46
                                       F                               MSXXX
Prop Case No: 8041015332S097          Item ID: 01          ECN: G031461
Local Ref No:                                   Component System: N
   Item Name: COMPUTER, MICRO                   Turn-In Doc No:
   Item Desc:                                   NASA Wide End Date:  12 / 19 / 95
Current Available Qty: 1                        OFA Scrng End Date:  12 / 20 / 95
  Unfrozen:      1 Frozen: 0                          GSA Rpt Date:  01 / 10 / 96
================================ FREEZE INFORMATION ============================
Choice     Freeze       Delinquent     Qty   Priority  Freeze  Refer    Print
            Date           Date                Ind      Type   Susp   Doc (Y/N)
  _      03  01  2001   03  15  2001   ______    _        _      _       _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _      03  01  2001   03  15  2001   ______    _        _      _       _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
  _      03  01  2001   03  15  2001   ______    _        _      _       _
    Name: ______________________________ Agency: _____ Phone:( ___ ) ___ - ____
 (A=Add new freeze,C=Change freeze,D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 ________    Next Item ID: __
Navigation: ____________________________________________________   More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Choice — input value = **P**
- Next Prop Case No
- 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.

NPDMS displays the pop-up window for Final Disposition Transaction Selection List (ND5100ME).

```
RECORD S
 ND5100MA   ND5100ME      Final Disposition Transaction Selection List
                  T03 - Expended to Scrap
 Prop Cas         T04 - Survey Lost Personal Property
 Local Re         T05 - Utilized By Generating NASA Center
    Item          T06 - Utilized By Other NASA Centers
    Item          T07 - Transferred For Use Of OFA With Prior GSA Approval
 Current          T08 - Transferred For Use Of OFA Without Prior GSA Approval
   Unfroz         T09 - Transferred To DRMO For Further Disposal Processing
 ========         T10 - Transfer Of Foreign Excess Property for Donation
 Choice           T11 - Donation To Public Bodies Without Prior GSA Approval
                  T12 - Transferred To GSA For Further Disposal Processing
   P              T13 - Donation Approved By GSA
     Name         T16 - Transferred To Other Without Prior GSA Approval
   _              T18 - Abandoned Or Destroyed Property
     Name         T19 - Transfer Of Exchange/Sale Property (to NASA or OFA)
   _              T20 - Donation To Other Without Prior GSA Approval
     Name
  (A=Add      Enter the desired Transaction Number to be processed: T __
 Next Pro                      Enter 'C' to Cancel: _
 Navigati
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV  RVW   CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Transaction Number to be Processed
- Type ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**.

NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA), if you enter **C** to Cancel or the selected Final Disposition Screen. The detailed Final Disposition processing instructions are provided in Section 4.8.7.5. The system displays appropriate data from the FREEZE TRANSACTIONS screen (ND5100MA) on the selected Final Disposition Screen; and, allows the user to enter additional data or modify displayed data. If the Disposition Quantity is changed, the system displays the pop-up window (ND5103MB), which provides the option to retain the remaining frozen quantity.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/02/01
ND5105MA / ND5119PA                  TRANSFER TRANSACTIONS             10:39:31
                                          EX                           MSXXX
Prop Case No: 804101 5332S097          Item Id: 01           Current Qty:     1
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No: 1
Item Name/Desc: COMPUTER, MICRO                 /
Disposition Qty: 1****                   Actual Prop Removal Date:  *  **  ****
Trans Id:  T19                                                    ECN: G031461
============================= TRANSFEREE INFORMATION ========================
Requestor Name:      ND5103MB

                     Quantity being disposed of is less than the
                     Frozen quantity.

                     Do you wish to retain remaining Frozen quantity
                     for later processing?

                     Please enter 'Y' (Yes) or 'N' (No): _
                     Enter 'C' to Cancel: _


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

INPUT DATA

- Retain Frozen quantity 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.

NPDMS displays the selected Final Disposition Transaction Screen; and, allows the user to enter additional data or modify displayed data. Refer to NPDMS UOG section 4.8.7.5. Transaction Processing for Final Dispositions.

4.8.7.5 Final Dispositions

This process allows the recording of transactions of Idle NASA Property into NPDMS throughout the NPDMS screening process. NPDMS supports operational requirements for recording NASA Property scrap, surveys, utilization, transfer, and donation final dispositions and processing NASA Property final dispositions from freeze data. The Dispositions process is initiated for Property cases via the ND5000MA screen.

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 NPDMS MAIN MENU (NDO000MB) type **5** at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press **<Enter>**.

The TRANSACTION MENU (ND5000MA) is displayed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/02/01
ND5000MA / ND5000PA                  TRANSACTION MENU                  10:53:56
                                        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 = **7**
- Prop Case No (mandatory)
- Item Id (optional)
- Trans Id — input values = **T03**, **T04**, **T05** **T06**,**T07**, **T08**, **T09**, **T10**, **T11**, **T12, T13, T16**, **T18**, **T19** or **T20**.
- Press **<Enter>**.
- If the property is a component system and the Item Id field is not entered, NPDMS displays the Component System Item Selection screen (ND4110MM) to select the item for freeze.

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/02/01
ND4110MM /                  COMPONENT SYSTEM ITEM SELECTION            13:16:13
                                                                       MSXXX
Prop Case No:
Component System Name:                                  FSC Code:       CC:
    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:
    DML Code:         Artifact:                 Total Acq Cost:
======================= SELECT COMPONENT RECORD TO CHANGE =====================
   Item          Item Name              Turn in Doc Nmbr     Cur   Cur Acq Cost
    Id                                                       Qty
1
2
3
4
5
6
7
8

 Enter the Line No to process: _
                                _                                        More:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

INPUT DATA

- Enter the Line No to process — input values = **1, 2, 3, 4, 5, 6, 7,** or **8**
- More — input value = **blank** (See Note below)
- Press **<Enter>**.

NOTE: If the component system has more than 8 component system items, the system automatically fills the more field with a **Y**. The screen displays an additional 1 - 8 component system items for selection.

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

4.8.7.5.1 Scrap Property

This process allows the user to record the Expended to Scrap Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T03** at Trans Id to access the EXPENDED TO SCRAP (T03) screen (ND5103MA).
- Press **<Enter>**. NPDMS displays the EXPENDED TO SCRAP (T03) screen (ND5103MA) and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/02/01
ND5103MA / ND5103PA         EXPENDED TO SCRAP TRANSACTION (T03)         13:23:43
                                      DI SCR                            MSXXX

Prop Case No: 804101 5332S097         Item Id: 01            Current Qty: 1
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No: 1
Item Name/Desc: COMPUTER, MICRO                /
Disposition Qty: 1****                Prop Disposal Approval Date: **  **  ****

Requestor Name: ******************************         Phone:( *** ) *** - ****

Disposal CC: 4
Print SF-120 Correction: _                            GSA Rpt Date: 01 / 10 / 96

                ************************************************************
Transaction     ____________________________________________________________
Description:    ____________________________________________________________
                ____________________________________________________________

Next Prop Case No:        ________      Next Item Id: __       Retain (Y/N): _
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Disposition Qty
- Prop Disposal Approval Date input format = **MM/DD/YY**

- Requestor Name
- Phone
- Print SF-120 Correction input value = **C** or **blank**
- Transaction Description
- Next Prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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.
- NPDMS then displays the message '*Entry Reference Number Assigned is: N10*' on the EXPENDED TO SCRAP TRANSACTION (T03) screen (ND5103MA), and remains on the Expended to Scrap Transaction screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

4.8.7.5.2 Salvage Property

This process allows the user to record the Salvage Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property held on the NPDMS Case File.

The procedures for this process are the same as those described in Scrap Property. Refer to Section 4.8.7.5.1 Scrap Property to perform a final disposition for Salvage Property.

4.8.7.5.3 Survey Lost Personal Property

This process allows the user to record the Survey Lost Personal Property Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T04** at Trans Id to access the SURVEY LOST PERSONAL PROPERTY (T04) screen (ND5104MA).
- Press **<Enter>**. NPDMS displays the SURVEY LOST PERSONAL PROPERTY (T04) screen (ND5104MA) and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/02/01
ND5104MA / ND5104PA        SURVEY LOST PERSONAL PROPERTY (T04)          13:26:49
                                  DI SU                                 MSXXX

Prop Case No: 804101 5332S097          Item Id: 01           Current Qty: 1
Local Ref No: MARSHALL SPACE FLIGHT CENTER    Turn-In Doc No: 1
Item Name/Desc: COMPUTER, MICRO                /
Disposition Qty: 1****                Prop Disposal Approval Date: **  **  ****

Requestor Name: ******************************         Phone:( *** ) *** - ****
Org Code: _____                          Date Prop Determined Lost: **  **  ****
Survey Report No: ********
Print SF-120 Correction: _                           GSA Rpt Date: 01 / 10 / 96

                ************************************************************
Transaction     ____________________________________________________________
Description:    ____________________________________________________________
                ____________________________________________________________

Next Prop Case No:        ________      Next Item Id: __       Retain (Y/N): _
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Disposition Qty
- Prop Disposal Approval Date — input format = **MM/DD/YYYY**
- Requestor Name
- Phone
- Org Code
- Date Prop Determined Lost — input format = **MM/DD/YYYY**
- Survey Report No
- Print SF-120 Correction — input value = **C** or **blank**
- Transaction Description
- Next Prop Case No
- Next Item Id
- Retain — input value = **Y** or **N** (Default = N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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.

- NPDMS then displays the message '*Entry Reference Number Assigned is: N10*' on the SURVEY LOST PERSONAL PROPERTY screen (ND5104MA), and remains on the Survey Lost Personal Property screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

4.8.7.5.4 Utilized By Generating NASA Center

This process allows the user to record the Utilized By Generating NASA Center Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

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.

- Component System records are processed one item at a time.

- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T05** at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).

- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/02/01
ND5105MA / ND5105PA                 TRANSFER TRANSACTIONS              13:43:47
                                         TRAN N G                      MSXXX
Prop Case No: 804101 1060S160          Item Id: 01           Current Qty:    23
Local Ref No: MSFC                           Turn-In Doc No: 123
Item Name/Desc: MSFC                           / MARSHALL
Disposition Qty: *****                   Actual Prop Removal Date: **  **  ****
Trans Id:  T05                                                ECN:
============================= TRANSFEREE INFORMATION =========================
Requestor Name: ****************************     Phone:( *** ) *** - ****
   Agency Name: ****************************************
       Address: ******************************
                ______________________________
           City: ********************   State: **     Zip: ***** ____
      Province: ______________________ Country: ______________________________
Approved By: ______________________________              Approved: **  **  ****
Doc No: **************    Print SF-120 Correction:   GSA Rpt Date:    /    /
Transferee is Contractor/Grantee (C,G,' '): _     Withdrawal Date:
Txn Desc: ____________________________________________________________ More: _
Next Prop Case No:        ________      Next Item Id: __       Retain (Y/N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                       EXIT
```

INPUT DATA

- Disposition Qty
- Actual Prop Removal Date — input format = **MM/DD/YYYY**
- Transferee Information
  - — Requestor Name
  - — Phone
  - — Agency Name
  - — Address
  - — City
  - — State
  - — Zip
  - — Transferee is Contractor/Grantee — input value = **C**, **G**, or **blank**
  - — Doc No

- Approved By
- Approved — input format = **MM/DD/YYYY**
- Print SF-120 Withdrawal/Correction — input value = **W** or **blank**
- Withdrawal Approval Date — input format = **MM/DD/YYYY**
- Txn Desc
- More — input value = **Y** or **blank**

- Next Prop Case No
- Next Item Id
- Retain — input value = **Y** or **N** (Default = N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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 Print SF-120 Withdrawal/Correction equal **W**, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/02/01
ND5105MA / ND5105PA                 TRANSFER TRANSACTIONS              13:59:40
                                         TRAN N G                      MSXXX
Prop Case No: 804101 5332S027          Item Id: 01           Current Qty:     1
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT                   /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T05                                                   ECN: G031466
=====                                                                  =====
Reque                                                                  5
   Ag    ND5100MD
                          GSA Withdrawal Approval Date:  01  02  2001

                 Withdrawal/Correction Narrative:
         ____________________________________________________________     __
Appro    ____________________________________________________________      2001
Doc N    ____________________________________________________________      / 96
Trans    ____________________________________________________________      2001
Txn D                                                                     e: _
Next                            Enter 'C' to Cancel: _                    ): _
Navig
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                       EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative
  Enter ’C’ to Cancel input value = **C** or **blank**

- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/02/01
ND5105MA / ND5105PA                 TRANSFER TRANSACTIONS              14:04:27
                                         TRAN N G                      MSXXX
Prop Case No: 804101 5332S027          Item Id: 01           Current Qty:     1
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT                   /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T05                                                   ECN: G031466
======                                                                ======
Reques                                                                55
   Age    ND5100MC      Property Transaction Description:
          ____________________________________________________________
          ____________________________________________________________
          ____________________________________________________________   ___
Approv    ____________________________________________________________     2001
Doc No                                                                0 / 96
Transf                     Enter 'C' to Cancel: _                       2001
Txn De                                                                re: Y
Next P                                                                N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                     EXIT
```

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

A pop-up window (ND5105MB) is displayed to enter the Additional Data for T05 Transaction.

Appropriate data fields are populated and displayed by the system.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/02/01
ND5105MA / ND5105PA                 TRANSFER TRANSACTIONS              14:07:25
                                         TRAN N G                      MSXXX
Prop Case No: 804101 5332S027          Item Id: 01           Current Qty:     1
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT                   /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T05                                                   ECN: G031466
============                                                                =
Requestor Na
   Agency Na     ND5105MB        Please Enter Additional Data
       Addre                         for T05 Transaction

          Ci       Installation No: 08 08             Org Code:  _____
      Provin          Cust Acct No:  *****         NEMS User No:  ______
Approved By:                 Bldg:  **********            Room:  _____       1
Doc No: 1***     Installation Name:  MARSHALL SPACE FLIGHT CENTER             6
Transferee i                                                                 1
Txn Desc: __       If the Inst Number was changed, Press Enter to redisplay
Next Prop Ca             Inst Name or Enter 'V' to verify Installation
Navigation:                         or Enter 'C' to Cancel:  _
Enter-PF13--                                                                 -
      HELP  LOPF  PREV  RVW   CNCL                                     EXIT
```

INPUT DATA

- Installation No

NOTE: The first two characters are the installation number and are not modifiable. The last two characters are the sub-installation number and are modifiable.

- Org Code
- Cust Acct No
- NEMS User No
- Bldg
- Room
- Enter ’V’ to Verify Installation or
  Enter ’C’ to Cancel input value = **V** or **C**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

- If a **V** is entered at Enter 'V' to verify Installation, NPDMS displays the Installation Name corresponding to the entered Installation No for verification.

- 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.

- NPDMS then displays the message '*Entry Reference Number Assigned is: N10*' and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

4.8.7.5.5 Utilized By Other NASA Centers

This process allows the user to record the Utilized By Other NASA Centers Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

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.

- Component System records are processed one item at a time.

- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T06** at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).

- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/02/01
ND5105MA / ND5106PA                 TRANSFER TRANSACTIONS              14:09:57
                                         TRAN N                        MSXXX
Prop Case No: 804101 1060S160          Item Id: 01           Current Qty:    19
Local Ref No: MSFC                           Turn-In Doc No: 123
Item Name/Desc: MSFC                           / MARSHALL
Disposition Qty: *****                   Actual Prop Removal Date: **  **  ****
Trans Id:  T06                                                ECN:
============================= TRANSFEREE INFORMATION =========================
Requestor Name: ****************************     Phone:( *** ) *** - ****
   Agency Name: ****************************************
       Address: ******************************
                _____________________________
           City: ********************   State: **     Zip: ***** ____
      Province: _____________________ Country: ____________________________
Approved By: ____________________________                Approved: **  **  ****
Doc No: **************    Print SF-120 Correction:   GSA Rpt Date:    /    /
Transferee is Contractor/Grantee (C,G,' '): _     Withdrawal Date:
Txn Desc: ____________________________________________________________ More: _
Next Prop Case No:        ________      Next Item Id: __       Retain (Y/N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                       EXIT
```

INPUT DATA

- Disposition Qty
- Actual Prop Removal Date — input format = **MM/DD/YYYY**
- Transferee Information
  - Requestor Name
  - Phone
  - Agency Name
  - Address
  - City
  - State
  - Zip
  - Transferee is Contractor/Grantee — input value = **C**, **G**, or **blank**
  - Doc No

— Approved By

— Approved input format = **MM/DD/YYYY**

— Print SF-120 Withdrawal/Correction input value = **W** or **blank**

— Withdrawal Approval Date input format = **MM/DD/YYYY**

— Txn Desc

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

- Next prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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 Print SF-120 Withdrawal/Correction equal **W**, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/02/01
ND5105MA / ND5106PA                 TRANSFER TRANSACTIONS              15:07:00
                                         TRAN N                        MSXXX
Prop Case No: 804101 6305S100          Item Id: 01           Current Qty:     1
Local Ref No:                               Turn-In Doc No:
Item Name/Desc: COMPUTER, MICRO               /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T06                                                   ECN: G031779
=====                                                                  =====
Reque                                                                  5
   Ag   ND5100MD
                          GSA Withdrawal Approval Date:  01  01  2001

                 Withdrawal/Correction Narrative:
        ____________________________________________________________     __
Appro   ____________________________________________________________      2001
Doc N   ____________________________________________________________      / 96
Trans   ____________________________________________________________      2001
Txn D                                                                   e: _
Next                          Enter 'C' to Cancel: _                    ): _
Navig
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                      EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/02/01
ND5105MA / ND5106PA                 TRANSFER TRANSACTIONS              14:39:25
                                         TRAN N                        MSXXX
Prop Case No: 804101 1060S160          Item Id: 01           Current Qty:    17
Local Ref No: MSFC                           Turn-In Doc No: 123
Item Name/Desc: MSFC                           / MARSHALL
Disposition Qty: 2****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T06                                                   ECN:
======                                                                  ======
Reques                                                                  55
   Age   ND5100MC      Property Transaction Description:
         ____________________________________________________________
         ____________________________________________________________
         ____________________________________________________________   ___
Approv   ____________________________________________________________     2001
Doc No                                                                   /
Transf                   Enter 'C' to Cancel: _
Txn De                                                                  re: Y
Next P                                                                  N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                      EXIT
```

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

NPDMS displays a pop-up window (ND5106MA) to allow the user to enter Additional Data for the T06 Transaction.

Appropriate data fields are populated and displayed by the system.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/02/01
ND5105MA / ND5106PA                 TRANSFER TRANSACTIONS              14:07:25
                                         TRAN N G                      MSXXX
Prop Case No: 804101 5332S027          Item Id: 01           Current Qty:     1
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT                   /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T06                                                   ECN: G031466
============                                                                =
Requestor Na
   Agency Na     ND5105MB        Please Enter Additional Data
       Addre                        for T05 Transaction

          Ci       Installation No: 08 08             Org Code:  _____
      Provin          Cust Acct No:  *****         NEMS User No:  ______
Approved By:                 Bldg:  **********            Room:  _____       1
Doc No: 1***      Installation Name:  MARSHALL SPACE FLIGHT CENTER           6
Transferee i                                                                 1
Txn Desc: __       If the Inst Number was changed, Press Enter to redisplay
Next Prop Ca             Inst Name or Enter 'V' to verify Installation
Navigation:                        or Enter 'C' to Cancel:  _
Enter-PF13--                                                                 -
      HELP  LOPF  PREV  RVW   CNCL                                     EXIT
```

INPUT DATA

- Installation No

- Org Code

- Enter ’V’ to Verify Installation or
  Enter ’C’ to Cancel input value = **V** or **C**

- Press <**Enter**>. If a **C** is entered at Enter ‘C’ to Cancel, NPDMS displays TRANSFER TRANSACTIONS screen (ND5105MA).

- If a **V** is entered at Enter ‘V’ to verify Installation, NPDMS displays the Installation Name corresponding to the entered Installation No for verification.

- 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.

- NPDMS then displays the message '*Entry Reference Number Assigned is: N10'* and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <**Enter**>, NPDMS returns to the TRANSACTIONS MENU (ND5000MA) screen.

```
ND5105MA / ND5    ND5106MA        Please Enter Additional Data
                                      For T06 Transaction
Prop Case No:
Local Ref No:       Installation No:  ****              Org Code:  _____
Item Name/Desc    Installation Name:
Disposition Qt
Trans Id:  T06      IF the Inst Number was changed, Press Enter to redisplay
==============            Inst Name or Enter 'V' to verify Installation
Requestor Name                  or Enter 'C' to Cancel:  _
   Agency Name
       Address: REDSTONE ARSENAL**************
                ____________________________
           City: HUNTSVILLE**********   State: AL     Zip: 35812 ____
       Province: ____________________ Country: ____________________________
Approved By: ______________________________             Approved: 02  01  2001
Doc No: 1*************    Print SF-120 Correction:   GSA Rpt Date:    /    /
Transferee is Contractor/Grantee (C,G,' '): _     Withdrawal Date:
Txn Desc: ____________________________________________________________ More: _
Next Prop Case No:        ________      Next Item Id: __       Retain (Y/N): _
Navigation: ____________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Installation No

- Org Code

- Enter 'V' to Verify Installation or
  Enter 'C' to Cancel input value = **V** or **C**

- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

- If a **V** is entered at Enter 'V' to verify Installation, NPDMS displays the Installation Name corresponding to the entered Installation No for verification.

- 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.

- NPDMS then displays the message '*Entry Reference Number Assigned is: N10*' and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

4.8.7.5.6 Transferred For Use Of Other Federal Agency With Prior GSA Approval

This process allows the user to record the Transfer for Use of Other Federal Agency with Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T07** at Trans Id to access the TRANSFER TRANSACTIONS SCREEN (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/01/01
ND5105MA / ND5107PA                 TRANSFER TRANSACTIONS              08:56:00
                                         TRAN OFA                      MSXXX
Prop Case No: 804101 1060S160          Item Id: 01           Current Qty:    11
Local Ref No: MSFC                           Turn-In Doc No: 123
Item Name/Desc: MSFC                           / MARSHALL
Disposition Qty: *****                   Actual Prop Removal Date: **  **  ****
Trans Id:  T07                                                ECN:
============================= TRANSFEREE INFORMATION ========================
Requestor Name: ****************************     Phone:( *** ) *** - ****
   Agency Name: ****************************************
       Address: ******************************
                ______________________________
           City: ********************   State: **     Zip: ***** ____
      Province: ______________________ Country: ______________________________
Approved By: ______________________________              Approved: **  **  ****
Doc No: **************    Print SF-120 Correction:   GSA Rpt Date:    /    /
Transferee is Contractor/Grantee (C,G,' '): _     Withdrawal Date:
Txn Desc: ____________________________________________________________ More: _
Next Prop Case No:        ________      Next Item Id: __       Retain (Y/N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                       EXIT
```

INPUT DATA

- Disposition Qty
- Actual Prop Removal Date — input format = **MM/DD/YYYY**
- Transferee Information
  - — Requestor Name
  - — Phone
  - — Agency Name
  - — Address
  - — City
  - — State
  - — Zip
  - — Transferee is Contractor/Grantee — input value = **C**, **G**, or **blank**
  - — Doc No

— Approved By

— Approved input format = **MM/DD/YYYY**

— Txn Desc

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

- Next Prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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 **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/01/01
ND5105MA / ND5107PA                 TRANSFER TRANSACTIONS              08:57:55
                                        TRAN OFA                       MSXXX
Prop Case No: 804101 1060S160          Item Id: 01           Current Qty:    11
Local Ref No: MSFC                          Turn-In Doc No: 123
Item Name/Desc: MSFC                          / MARSHALL
Disposition Qty: 2****                  Actual Prop Removal Date: 02  01  2001
Trans Id:  T07                                                   ECN:
======                                                                  ======
Reques                                                                  55
   Age    ND5100MC      Property Transaction Description:
          ______________________________________________________
          ______________________________________________________
          ______________________________________________________   ___
Approv    ______________________________________________________     2001
Doc No                                                               /
Transf                   Enter 'C' to Cancel: _
Txn De                                                              re: Y
Next P                                                              N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                   EXIT
```

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message ’*Entry Reference Number Assigned is: N10*’ and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

4.8.7.5.7 Transferred For Use Of Other Federal Agency Without Prior GSA Approval

This process allows the user to record the Transfer for Use of Other Federal Agency without Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T08** at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/01/01
ND5105MA / ND5108PA                  TRANSFER TRANSACTIONS              09:01:50
                                          TRAN OFA                      MSXXX
Prop Case No: 804101 1060S160          Item Id: 01           Current Qty:     9
Local Ref No: MSFC                           Turn-In Doc No: 123
Item Name/Desc: MSFC                           / MARSHALL
Disposition Qty: *****                    Actual Prop Removal Date: **  **  ****
Trans Id:  T08                                                     ECN:
============================== TRANSFEREE INFORMATION ========================
Requestor Name: ******************************     Phone:( *** ) *** - ****
   Agency Name: ****************************************
       Address: ******************************
                ____________________________
           City: ********************   State: **     Zip: ***** ____
       Province: ______________________ Country: ________________________________
Approved By: ____________________________                Approved: **  **  ****
Doc No: **************    Print SF-120 Correction:   GSA Rpt Date:    /    /
Transferee is Contractor/Grantee (C,G,' '): _     Withdrawal Date:
Txn Desc: ____________________________________________________________ More: _
Next Prop Case No:        ________      Next Item Id: __       Retain (Y/N): _
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**

- Transferee Information
  - Requestor Name
  - Phone
  - Agency Name
  - Address
  - City
  - State
  - Zip
  - Transferee is Contractor/Grantee — input value = **C**, **G**, or **blank**
  - Doc No
  - Approved By
  - Approved — input format = **MM/DD/YYYY**
  - Print SF-120
  - Withdrawal/Correction — input value = **C** or **blank**
  - Txn Desc
  - More — input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain — input value = **Y** or **N** (Default = N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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 Print SF-120 Withdrawal/Correction equals **C** a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/02/01
ND5105MA / ND5108PA                 TRANSFER TRANSACTIONS             13:59:40
                                         TRAN N G                     MSXXX
Prop Case No: 804101 5332S027          Item Id: 01          Current Qty:     1
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT                   /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T08                                                   ECN: G031466
=====                                                                  =====
Reque                                                                  5
   Ag   ND5100MD
                     GSA Withdrawal Approval Date:  01  02  2001

           Withdrawal/Correction Narrative:
        ____________________________________________________________      __
Appro   ____________________________________________________________       2001
Doc N   ____________________________________________________________       / 96
Trans   ____________________________________________________________       2001
Txn D                                                                     e: _
Next                       Enter 'C' to Cancel: _                         ): _
Navig
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP
```

INPUT DATA

- Withdrawal/Correction Narrative

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

- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

- If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/01/01
ND5105MA / ND5108PA                 TRANSFER TRANSACTIONS              09:13:05
                                         TRAN OFA                      MSXXX
Prop Case No: 804101 1060S160          Item Id: 01           Current Qty:     3
Local Ref No: MSFC                          Turn-In Doc No: 123
Item Name/Desc: MSFC                          / MARSHALL
Disposition Qty: 2****                  Actual Prop Removal Date: 02  01  2001
Trans Id:  T08                                                   ECN:
======                                                                ======
Reques                                                                55
   Age    ND5100MC      Property Transaction Description:
          ____________________________________________________________
          ____________________________________________________________
          ____________________________________________________________  ___
Approv    ____________________________________________________________    2001
Doc No                                                                    /
Transf                   Enter 'C' to Cancel: _
Txn De                                                                re: Y
Next P                                                                N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                     EXIT
```

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message ’*Entry Reference Number Assigned is: N10*’ and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

4.8.7.5.8 Transferred to DRMO For Further Processing

This process allows the user to record the Transfer to DRMO for Further Processing Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property held on the NPDMS Case File.

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T09** at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/02/01
ND5105MA / ND5109PA                 TRANSFER TRANSACTIONS              13:43:47
                                         TRAN N G                      MSXXX
Prop Case No: 804101 1060S160          Item Id: 01           Current Qty:    23
Local Ref No: MSFC                          Turn-In Doc No: 123
Item Name/Desc: MSFC                          / MARSHALL
Disposition Qty: *****                   Actual Prop Removal Date: **  **  ****
Trans Id:  T09                                                   ECN:
============================= TRANSFEREE INFORMATION ========================
Requestor Name: ******************************     Phone:( *** ) *** - ****
   Agency Name:
       Address:
                 ______________________________
           City: ********************   State: **     Zip: ***** ____
       Province: _____________________ Country: ______________________________
Approved By: ______________________________              Approved: **  **  ****
Doc No: **************    Print SF-120 Correction:   GSA Rpt Date:    /    /
Transferee is Contractor/Grantee (C,G,' '): _     Withdrawal Date:
Txn Desc: ____________________________________________________________ More: _
Next Prop Case No:        ________      Next Item Id: __       Retain (Y/N): _
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Disposition Qty
- Actual Prop Removal Date — input format = **MM/DD/YYYY**
- Transferee Information
  - Requestor Name
  - Phone
  - Approved — input format = **MM/DD/YYYY**

— Txn Desc

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

- Next Prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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 **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/01/01
ND5105MA / ND5109PA                 TRANSFER TRANSACTIONS              09:13:05
                                         TRAN OFA                      MSXXX
Prop Case No: 804101 1060S160          Item Id: 01           Current Qty:     3
Local Ref No: MSFC                           Turn-In Doc No: 123
Item Name/Desc: MSFC                           / MARSHALL
Disposition Qty: 2****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T09                                                   ECN:
======                                                                  ======
Reques                                                                  55
   Age    ND5100MC      Property Transaction Description:
          ______________________________________________________
          ______________________________________________________
          ______________________________________________________   ___
Approv    ______________________________________________________     2001
Doc No                                                               /
Transf                    Enter 'C' to Cancel: _
Txn De                                                              re: Y
Next P                                                              N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                     EXIT
```

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel input value = **C**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message ’*Entry Reference Number Assigned is: N10*’ and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

4.8.7.5.9 Transfer Of Foreign Excess Property For Donation

This process allows the user to record the Transfer of Foreign Excess Property for Donation Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T10** at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5110MA / ND5110PA               DONATION TRANSACTIONS                09:36:05
                                       DO F                            MSXXX
Prop Case No: 804101 1060S160          Item ID: 01         Current Qty:       1
Local Ref No: MSFC                           Turn-In Doc No: 123
Item Name/Desc: MSFC                           / MARSHALL
Disposition Qty: *****                   Actual Prop Removal Date: **  **  ****
Trans Id:  T10                                                    ECN:
================================ DONEE INFORMATION ==============================
Requestor Name: ******************************         Phone:( ___ ) ___ - ____
  Donee Agency: ****************************************
       Address: ******************************
                ____________________________
          City: ********************      State: __       Zip: _____ ____
      Province: ______________________    Country: ******************************
Approved By: ____________________________                Approved: **  **  ****
Doc No: **************    Print SF-120 Correction: _ GSA Rpt Date:    /    /
PDO Justification: ************************************************  More: _
 Narrative to GSA: ________________________________________________  More:
Next Prop Case No:        ________      Next Item ID: __       Retain (Y/N): _
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**

- Donee Information
  - Requestor Name
  - Phone
  - Donee Agency
  - Address
  - City
  - State
  - Zip
  - Province
  - Country
  - Approved By
  - Approved — input format = **MM/DD/YYYY**
  - Doc No
  - PDO Justification
  - More — input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain — input value = **Y** or **N** (Default = N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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 at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5110MA / ND5110PA                DONATION TRANSACTIONS                09:38:24
                                        DO F                            MSXXX
Prop Case No: 804101 1060S160           Item ID: 01         Current Qty:       1
Local Ref No: MSFC                            Turn-In Doc No: 123
Item Name/Desc: MSFC                            / MARSHALL
Disposition Qty: 1****                    Actual Prop Removal Date: 02  01  2001
Trans Id:  T10                                                     ECN:
======   ┌──────────────────────────────────────────────────────────┐  ======
Reques   │                                                          │  - 5555
  Done   │ ND5100MC      Property Transaction Description:          │
         │                                                          │
         │ ________________________________________________________ │
         │ ________________________________________________________ │  ******
         │ ________________________________________________________ │
Approv   │ ________________________________________________________ │    2001
Doc No   │                                                          │    /
PDO Ju   │                  Enter 'C' to Cancel: _                  │  re: Y
 Narra   └──────────────────────────────────────────────────────────┘  re:
Next P                                                                 N): _
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                      EXIT
```

INPUT DATA

- Property Transaction Description

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

- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5110MA).

- NPDMS then displays the message ’*Entry Reference Number Assigned is: N10*’ and remains on the DONATION TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

4.8.7.5.10 Donation to Public Bodies Without Prior GSA Approval

This process allows the user to record the Donation to Public Bodies without Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

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..

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T11** at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5110MA / ND5111PA               DONATION TRANSACTIONS                 09:42:40
                                       DO P                             MSXXX
Prop Case No: 804101 1060S162          Item ID: 01         Current Qty:      25
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL              /
Disposition Qty: *****                   Actual Prop Removal Date: **  **  ****
Trans Id:  T11                                                    ECN:
=============================== DONEE INFORMATION ============================
Requestor Name: ******************************         Phone:( ___ ) ___ - ____
  Donee Agency: ****************************************
       Address: ******************************
                ____________________________
          City: ********************      State: __       Zip: _____  ____
      Province: ____________________    Country: ******************************
Approved By: ______________________________                Approved: **  **  ****
Doc No: **************    Print SF-120 Correction:   GSA Rpt Date:    /    /
PDO Justification: ************************************************  More: _
 Narrative to GSA:                                                  More:
Next Prop Case No:        ________      Next Item ID: __       Retain (Y/N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Disposition Qty
- Actual Prop Removal Date — input format = **MM/DD/YYYY**
- Donee Information
  - Requestor Name
  - Phone
  - Donee Agency
  - Address
  - City
  - State
  - Zip
  - Approved By
  - Approved — input format = **MM/DD/YYYY**
  - Doc No
  - Print SF-120 Correction — input value = **C** or **blank**
  - PDO Justification
  - More — input value = **Y** or **blank**
  - Narrative To GSA
  - More — input value = **Y** or **blank**
- Next Prop Case No

- Next Item Id

- Retain input value = **Y** or **N** (Default =N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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 at More for PDO Justification, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5110MA / ND5111PA               DONATION TRANSACTIONS                09:44:44
                                       DO P                            MSXXX
Prop Case No: 804101 1060S162          Item ID: 01         Current Qty:      25
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL              /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T11                                                    ECN:
======                                                                  ======
Reques                                                                  - 5555
  Done    ND5100MC      Property Transaction Description:
          NONE_____________________________________________________
          ________________________________________________________
          ________________________________________________________      ******
Approv    ________________________________________________________        2001
Doc No                                                                    /
PDO Ju                  Enter 'C' to Cancel: _                          re: Y
 Narra                                                                  re:
Next P                                                                  N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                      EXIT
```

INPUT DATA

- Property Transaction Description

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

- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS (ND5110MA) screen.

If **Y** is entered at More for Narrative to GSA, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

```
                      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/02/01
ND5105MA / ND5111PA              DONATION TRANSACTIONS                  13:59:40
                                          DO P                             MSXXX
Prop Case No: 804101 1060S161          Item Id: 01           Current Qty:     1
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT                   /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T11                                                    ECN: G031466
=====                                                                  =====
Reque                                                                  5
   Ag    ND5100MD
                     GSA Withdrawal Approval Date:  01  02  2001

                Withdrawal/Correction Narrative:
         ____________________________________________________________   __
Appro    ____________________________________________________________    2001
Doc N    ____________________________________________________________    / 96
Trans    ____________________________________________________________    2001
Txn D                                                                  e: _
Next                        Enter 'C' to Cancel: _                     ): _
Navig
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                     EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS (ND5110MA) screen.
- NPDMS then displays the message ’*Entry Reference Number Assigned is: N10*’ and remains on the DONATION TRANSACTIONS screen for entry of the Next Property Case Number.

4.8.7.5.11 Donation Approved By GSA

This process allows the user to record the Donation Approved by GSA Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T13** at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5110MA / ND5113PA               DONATION TRANSACTIONS                09:58:50
                                       DO AP                           MSXXX
Prop Case No: 804101 1060S161          Item ID: 01         Current Qty:      22
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL              /
Disposition Qty: *****                    Actual Prop Removal Date: **  **  ****
Trans Id:  T13                                                    ECN:
=============================== DONEE INFORMATION ============================
Requestor Name: ****************************         Phone:( ___ ) ___ - ____
  Donee Agency: ****************************************
       Address: ******************************
                ____________________________
          City: ********************      State: __       Zip: _____ ____
      Province: ______________________    Country: ****************************
Approved By: ____________________________                Approved: **  **  ****
Doc No: **************    Print SF-120 Correction:   GSA Rpt Date:    /    /
PDO Justification:                                                   More: _
 Narrative to GSA: ____________________________________________      More: _
Next Prop Case No:        ________      Next Item ID: __       Retain (Y/N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Donee Information

— Requestor Name

— Phone

— Donee Agency

— Address

— City

— State

— Zip

— Approved By

— Approved input format = **MM/DD/YYYY**

— Doc No

- Next Prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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.
- NPDMS then displays the message '*Entry Reference Number Assigned is: N10*' and remains on the DONATION TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

4.8.7.5.12 Transferred To Other Without Prior GSA Approval

This process allows the user to record the Transfer to Other Without Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T16** at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).

Press **<ENTER>**. The Enter Category and Recipient Window displays.

```
WARNING! - PDO HAS NOT ACKNOWLEDGED RECEIPT OF THIS CASE
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/12/99
 ND5000MA / ND5000PA                  TRANSACTION MENU                  10:17:21
                                          TX                            MSWCH
                       ENTER CATEGORY AND RECIPIENT




       Category:  * (S=Stevenson/Wylder, B=SBIR, O=Other)

      Recipient:



     Prop Case No:    804101 9224S108                        Item Id: __
     ECN:             _______                             Cust Acct No: _____
     ERN:             __________   (For Reversal only)
     Trans Id:        T16_         (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

- Category — input **S**, **B**, or **O**
- Agency Name

- Press **<ENTER>**. The Recipient Name Table Browse Screen displays.

NOTE. If a Agency Name is typed and enter is pressed, the Recipient Name browse list repositions to the Recipient Name entered or the next closest value after the Recipient Name.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/12/99
ND3170MD / ND3170PC              RECIPIENT NAME TABLE BROWSE             10:19:09
Valid ACT = A,D,S                       TRAN OT                          MSWCH


 ACT    RECIPIENT      RECIPIENT AGENCY
 ---    ------------   ------------------------
  _     AA             AAA
  _     ADD TEST       ADDED 07/19/99
  _     ADDTEST        ADD A TEST
  _     AHS            ATHENS HIGH SCHOOL
  _     ANDY           ANDY'S CO
  _     ATHENS MS      ATHENS*MIDDLE SCHOOL
  _     GRISSOM        VIRGIL I. GRISSOM HIGH SCHOOL
  _     HUNTSVILLE     HUNTSVILLE HIGH SCHOOL
  _     NEALC          NEAL CANTRELL
  _     TESTTEST       MSFC
        Start Value
        ____________ (Enter Full or Partial Browse Value)

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

INPUT DATA

The Start Value field represents the beginning Recipient Id to start the browse list. For example, if you know that the Recipient starts with AL, then enter AL in the Start Value field.

- Start Value

- Press **<ENTER>**, **PF19, PF7, PF20** or **PF8**.

If a Start Value is typed and enter is pressed, the Transfer Type browse list repositions to the Transfer Type entered or the next closest value after the Transfer Type. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Transfer Types will be displayed (if there are not 10 Transfer Types left to browse, the remaining Transfer Types will be displayed). If you press PF19 or PF7 the 10 previous Transfer Types will be displayed.

INPUT DATA

- ACT input value = **A**, **S**, or **D**

Press **<ENTER>**. The system displays the Recipient data if input value = **D**. If input value = **A**, the system displays Recipient Add Screen. If input = **S** the Recipient is selected.

If input = **A:**

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3170MA / ND3170MA            RECIPIENT NAME TABLE - 170               09:43:35
                                     A TB      ADD                      MSWCH



           Recipient:  ************
         Agency Name:  ****************************************
             Address:  ******************************
                       ________________________
                City:  ********************  State:  **  Zip:  ***** ____
               Phone: ( *** )  *** - ****

       Transfer Type:  ***
             Subtype:  ******


Navigation: ____________________________________________________

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

INPUT DATA

- Recipient
- Agency Name
- Address (line 1)
- Address (line 2)
- City
- State
- Zip
- Phone
- Press **<ENTER>** NPDMS then displays the Transfer Type Browse Screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3180MC / ND3180NA                TRANSFER TYPE TABLE                  09:44:28
Valid ACT = A,S                                                         MSWCH


 ACT    TYPE         TEXT
 ---    ----         -------------------------
  _     AAA          AAAAAAAA
  _     ADD          TEST ADD
  _     ALT          ALTERNATIVE
  _     ALY          ALTERNATIVE2
  _     CO           COLLEGE
  _     ED           EDUCATION
  _     NEW          NEW RECORD
  _     NP           NON-PROFIT
  _     N1           NEW ONE
  _     N2           NEW 2
        Start Value
        __________ (Enter Full or Partial Browse Value)

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

INPUT DATA

The Start Value field represents the beginning Transfer Type Id to start the browse list. For example, if you know that the Transfer Type starts with AL, then enter AL in the Start Value field.

- Start Value
- Press **<ENTER>**, **PF19, PF7, PF20** or **PF8**.

If a Start Value is typed and enter is pressed, the Transfer Type browse list repositions to the Transfer Type entered or the next closest value after the Transfer Type. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Transfer Types will be displayed (if there are not 10 Transfer Types left to browse, the remaining Transfer Types will be displayed). If you press PF19 or PF7 the 10 previous Transfer Types will be displayed.

INPUT DATA

- ACT input value = **A** or **D**
- Press **<ENTER>**. The system displays the Transfer Type data if input value = **D**. If input value = **A**, the system displays Transfer Type Add Screen.

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3180MA / ND3180MA            TRANSFER TYPE TABLE - 180              09:52:09
                                      A TB      ADD                   MSWCH




            Type:  ***

            Text:  *************************




Navigation: ____________________________________________________

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

INPUT DATA

- Type
- Text
- Press **<ENTER>**. NPDMS then displays the Transfer Subtype Browse Screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3180MC / ND3190NA            TRANSFER SUBTYPE TABLE                   09:45:12
Valid ACT = A,S                                                         MSWCH


 ACT    SUBTYPE      TEXT
 ---    ----         --------------------------
  _     AAAAAA       AAAAAAAA
  _     ADDADD       TEST ADD
  _     AJHS         APPLEBY JUNIOR HIGH SCHOO
  _     HS           HOME SCHOOL
  _     NEW1         NEW ONE
  _     PAK12        PAROCHIAL K-12
  _     PAK6         PAROCHIAL K-6
  _     PA78         PAROCHIAL 7-8
  _     PA912        PAROCHIAL 9-12
  _     PRK12        PRIVATE K-12
        Start Value
        __________ (Enter Full or Partial Browse Value)

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

INPUT DATA

The Start Value field represents the beginning Transfer Subtype Id to start the browse list. For example, if you know that the Transfer Subtype starts with AL, then enter AL in the Start Value field.

- Start Value
- Press **<ENTER>**, **PF19, PF7, PF20** or **PF8**.

If a Start Value is typed and enter is pressed, the Transfer Subtype browse list repositions to the Transfer Subtype entered or the next closest value after the Transfer Subtype. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Transfer Subtypes will be displayed (if there are not 10 Transfer Subtypes left to browse, the remaining Transfer Subtypes will be displayed). If you press PF19 or PF7 the 10 previous Transfer Subtypes will be displayed.

INPUT DATA

- ACT input value = **A** or **D**
- Press **<ENTER>**. The system displays the Transfer Subtype data if input value = **D**. If input value = **A**, the system displays Transfer Subtype Add Screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3190MA / ND3190MA           TRANSFER SUBTYPE  TABLE - 190            09:56:49
                                    A TB      ADD                      MSWCH




         Subtype:  ******

            Text:  *************************




Navigation: ____________________________________________________

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

INPUT DATA

- Subtype

- Text
- Press **<ENTER>**. NPDMS then redisplays the Recipient Name Add Screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3170MA / ND3170MA            RECIPIENT NAME TABLE - 170              09:43:35
                                     A TB      ADD                     MSWCH



           Recipient:  ************
         Agency Name:  ****************************************
             Address:  ******************************
                       ______________________________
                City:  ********************  State:  **  Zip:  ***** ____
               Phone: ( *** )  *** - ****

       Transfer Type:  ***
             Subtype:  ******


Navigation: ____________________________________________________

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

INPUT DATA

- Press **<ENTER>**, **PF15**, **PF3**, **PF17**, **PF5**, **PF24**, or **PF12**.
- If enter is pressed Recipient Name Add Screen is redisplayed with the message Record Successfully Added.

If input = **S:**

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/12/99
ND3170MD / ND3170PC            RECIPIENT NAME TABLE BROWSE             10:19:09
Valid ACT = A,D,S                     TRAN OT                          MSWCH
                               RECIPIENT NAME


           Recipient: TESTTEST****
         Agency Name: MSFC*************************************
             Address: 4485*************************
                      ______________________________
                City:  HUNTAVEGAS**********   State: AL   Zip: 12356 ____
               Phone:( 213 ) 546 - 8998

       Transfer Type: AT2
             Subtype: PR78**   PRIVATE 7-8


        Start Value
        ____________ (Enter Full or Partial Browse Value)

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

- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5116MA).

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     08/27/99
ND5116MA / ND5116PA                 TRANSFER TRANSACTIONS              09:41:01
                                         TRAN OT                       MSWCH
Prop Case No: 804101 9237C131          Item Id: 01           Current Qty:     1
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: TEST T19 COMPONENT             /
Disposition Qty: *****                   Actual Prop Removal Date: **  **  ****
Trans Id:  T16                                                   ECN:
============================= TRANSFERE INFORMATION =========================
Requestor Name: ******************************     Phone:( 123 ) 456 - 7890
   Agency Name: TEST10
       Address: TEST10                          Type: ALT
                                                 Sub: HS
          City: TEST10                 State: AL     Zip: 12345
      Province: ____________________ Country: ______________________________
Approved By: ___________________________                Approved: **  **  ****
Doc No: **************    Print SF-120 Correction: _ GSA Rpt Date: 08 / 27 / 99
Transferee is Contractor/Grantee (C,G,' '): _     Withdrawal Date:
Txn Desc: ____________________________________________________________ More: _
Next Prop Case No:        ________      Next Item Id: __       Retain (Y/N): _
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Disposition Qty
- Actual Prop Removal Date — input format = **MM/DD/YYYY**
- Transferee Information
  - Requestor Name
  - Phone
  - Agency Name
  - Address
  - City
  - State
  - Zip
  - Transferee is Contractor/Grantee — input value = **C, G**, or **blank**

- Doc No
- Approved By
- Approved — input format = **MM/DD/YYYY**
- Print SF-120 Withdrawal/Correction — input value = **C** or **blank**
- Txn Desc
- More — input value = **Y** or **blank**

- Next Prop Case No
- Next Item Id
- Retain — input value = **Y** or **N** (Default = N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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 Print SF-120 Withdrawal/Correction equals **C**, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

```
                      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/02/01
ND5105MA / ND5116PA              DONATION TRANSACTIONS                  13:59:40
                                          DO P                             MSXXX
Prop Case No: 804101 1060S161          Item Id: 01           Current Qty:     1
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT                   /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T16                                                   ECN: G031466
=====                                                                  =====
Reque                                                                  5
   Ag    ND5100MD
                      GSA Withdrawal Approval Date:  01  02  2001

         Withdrawal/Correction Narrative:
         ____________________________________________________________   __
Appro    ____________________________________________________________    2001
Doc N    ____________________________________________________________    / 96
Trans    ____________________________________________________________    2001
Txn D                                                                  e: _
Next                       Enter 'C' to Cancel: _                      ): _
Navig
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                      EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/01/01
ND5105MA / ND5116PA                 TRANSFER TRANSACTIONS              10:09:04
                                        TRAN OT                        MSXXX
Prop Case No: 804101 1060S161          Item Id: 01           Current Qty:    20
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL              /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T16                                                    ECN:
======                                                                  ======
Reques                                                                  44
   Age    ND5100MC      Property Transaction Description:
          NONE_____________________________________________________
          _________________________________________________________
          _________________________________________________________   ___
Approv    _________________________________________________________     2001
Doc No                                                                  /
Transf                    Enter 'C' to Cancel: _
Txn De                                                                 re: Y
Next P                                                                 N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                     EXIT
```

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message ’*Entry Reference Number Assigned is: N10*’ and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

4.8.7.5.13 Abandoned Or Destroyed Property T18 Processing

This process allows the user to record the Abandoned or Destroyed Property Disposition with the option of processing the Donation to Public Bodies vithout Prior GSA Approval Disposition for Controlled (NEMS-tagged) and Non-Controlled NASA Property.

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T18** at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. When **T18** is entered at the Trans Id on the Transaction Menu or **18** is entered on the pop-up window (ND5100ME) in the Freeze Process, NPDMS displays the message *'Instead of processing a T18 would you Like to make Property Available for Donation (T11) ('Enter '**Y**' or '**N**')'* on the pop-up window (NDX500MA).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5000MA / ND5000PA                 TRANSACTION MENU                    10:10:49
                                       TX                               MSXXX
                         Selections:
                                CONVERT T18 TO T11

      NDX500MA
        Instead of processing a T18 would you like to make the property
             available for donation (T11)? _ (Enter 'Y' or 'N')

    7  Freezes and Dispositions
       (Includes Scrap and Surveys)

    Enter Selection: 7_
    Prop Case No:    804101 1060S161                        Item Id: __
    ECN:             _______                            Cust Acct No: _____
    ERN:             __________   (For Reversal only)
    Trans Id:        T18_         (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
```

- If **Y** is entered, the system displays the DONATION TRANSACTIONS screen (ND5110MA) and the processing continues as described in Section 4.8.7.5.14.

- If **N** is entered, the ABANDONED OR DESTROYED PROPERTY (T18) screen (ND5118MA) is displayed.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5118MA / ND5118PA       ABANDONED OR DESTROYED PROPERTY (T18)        10:27:05
                                     DI AB                              MSXXX
Prop Case No: 804101 1060S161        Item Id: 01          Current Qty:    19
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL              /
Disposition Qty: *****          Date Prop Abandoned or Destroyed: **  **  ****
======================= ABANDONMENT OR DESTRUCTION SITE =======================
Agency Name: ****************************************   Is the Property being
    Address: ******************************              Abandoned or Destroyed?
             ________________________________           Enter 'A' or 'D': *
       City: ********************        State: **      Zip:  ***** ____
Witness Names: ________________________________         Phone:( ___ ) ___ - ____
               ________________________________
Aband/Destruct Doc No: **************
Approved By: ________________________________                Approved: **  **  ****
Txn Desc: ************************************************************  More: _
Print SF-120 Correction: _                            GSA Rpt Date:    /    /
Narrative to GSA: ____________________________________________________   More: _
Next Prop Case No:        ________      Next Item Id: __       Retain (Y/N): _
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Disposition Qty
- Date Prop Abandoned or Destroyed input format = **MM/DD/YYYY**
- Abandonment or Destruction Site
  - Agency Name
  - Address
  - Is the Property being Abandoned or Destroyed input value = **A** or **D**
  - City
  - State
  - Zip
  - Witness Names

— Phone

— Aband/Destruct Doc No

— Approved By

— Approved input format = **MM/DD/YYYY**

— Txn Desc

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

— Print SF-120 Correction input value = **C** or **blank**

— Narrative to GSA

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

- Next Prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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 **Y** is entered at More for Txn Desc, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5118MA / ND5118PA        ABANDONED OR DESTROYED PROPERTY (T18)        10:31:04
                                     DI AB                              MSXXX
Prop Case No: 804101 1060S161        Item Id: 01          Current Qty:    18
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL              /
Disposition Qty: 1****           Date Prop Abandoned or Destroyed: 02  01  2001
======================= ABANDONMENT OR DESTRUCTION SITE =======================
Agency                                                                  eing
    Ad                                                                  royed?
          ND5100MC      Property Transaction Description:                 A

Witnes    NONE_____________________________________________________      ____
          ________________________________________________________
Aband/    ________________________________________________________
Approv    ________________________________________________________        2001
Txn De                                                                  ore: Y
Print                      Enter 'C' to Cancel: _                         /
Narrat                                                                  ore: _
Next P                                                                  N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                      EXIT
```

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5118MA).

If **Y** is entered at More for Narrative to GSA, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/02/01
ND5118MA / ND5118PA     ABANDONED OR DESTROYED PROPERTY  (T18)          13:59:40
                                          DO P                            MSXXX
Prop Case No: 804101 1060S161          Item Id: 01           Current Qty:     1
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT                   /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T18                                                   ECN: G031466
=====                                                                  =====
Reque                                                                  5
   Ag    ND5100MD
                     GSA Withdrawal Approval Date:  01  02  2001

         Withdrawal/Correction Narrative:
         ____________________________________________________________   __
Appro    ____________________________________________________________    2001
Doc N    ____________________________________________________________    / 96
Trans    ____________________________________________________________    2001
Txn D                                                                  e: _
Next                       Enter 'C' to Cancel: _                      ): _
Navig
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                     EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative
  Enter ’C’ to Cancel input value = **C** or **blank**

- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5118MA).

- NPDMS then displays the message ’*Entry Reference Number Assigned is: N10*’ and remains on the ABANDONED OR DESTROYED (T18) TRANSACTION screen (ND5118MA) for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

4.8.7.5.14 Abandoned Or Destroyed Property T11 Processing

This process allows the user to record the Abandoned or Destroyed Property Disposition with the option of processing the Donation to Public Bodies without Prior GSA Approval Disposition for Controlled (NEMS-tagged) and Non-Controlled NASA Property.

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T11** at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5110MA / ND5111PA               DONATION TRANSACTIONS                12:11:41
                                       DO P                            MSXXX
Prop Case No: 804101 1060S161          Item ID: 01         Current Qty:      18
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL              /
Disposition Qty: *****                    Actual Prop Removal Date: **  **  ****
Trans Id:  T11                                                     ECN:
=============================== DONEE INFORMATION ============================
Requestor Name: ****************************         Phone:( ___ ) ___ - ____
  Donee Agency: ****************************************
       Address: ******************************
                ______________________________
          City: ********************      State: __       Zip: _____ ____
      Province: ______________________    Country: ****************************
Approved By: ____________________________                Approved: **  **  ****
Doc No: **************    Print SF-120 Correction:   GSA Rpt Date:    /    /
PDO Justification: ************************************************  More: _
 Narrative to GSA:                                                  More:
Next Prop Case No:        ________      Next Item ID: __       Retain (Y/N): _
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Donee Information

- Requestor Name
- Phone
- Donee Agency
- Address
- City
- State
- Zip
- Approved By
- Approved — input format = **MM/DD/YYYY**
- Doc No
- Print SF-120 Correction — input value = **C** or **blank**
- PDO Justification
- More — input value = **Y** or **blank**
- Narrative To GSA
- More — input value = **Y** or **blank**

- Next Prop Case No
- Next Item Id
- Retain — input value = **Y** or **N** (Default = N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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 **Y** is entered at More for PDO Justification, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5110MA / ND5111PA               DONATION TRANSACTIONS                12:16:47
                                       DO P                            MSXXX
Prop Case No: 804101 1060S161          Item ID: 01         Current Qty:      16
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL              /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T11                                                    ECN:
======                                                                  ======
Reques                                                                  - 5555
  Done    ND5100MC      Property Transaction Description:
          NONE_____________________________________________________
          _________________________________________________________
          _________________________________________________________      ******
Approv    _________________________________________________________        2001
Doc No                                                                     /
PDO Ju                   Enter 'C' to Cancel: _                        re: Y
 Narra                                                                  re:
Next P                                                                  N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                      EXIT
```

INPUT DATA

- Property Transaction Description

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

- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5110MA).

- If **Y** is entered at More for Narrative to GSA, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

```
                      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/02/01
ND5118MA / ND5118PA      DONATION TRANSACTIONS                          13:59:40
                                                                          MSXXX
Prop Case No: 804101 1060S161          Item Id: 01           Current Qty:     1
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT                   /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T18                                                   ECN: G031466
=====                                                                  =====
Reque                                                                  5
   Ag    ND5100MD
                      GSA Withdrawal Approval Date:  01  02  2001

         Withdrawal/Correction Narrative:
         ____________________________________________________________   __
Appro    ____________________________________________________________    2001
Doc N    ____________________________________________________________    / 96
Trans    ____________________________________________________________    2001
Txn D                                                                  e: _
Next                       Enter 'C' to Cancel: _                      ): _
Navig
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                      EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C or blank**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).
- NPDMS then displays the message ’*Entry Reference Number Assigned is: N10’* and remains on the DONATION TRANSACTIONS screen (ND5110MA) for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

4.8.7.5.15 Exchange/Sale Transfer of Property T19 Processing

This process allows the user to record the Exchange Sale Transfer of NASA Property cases held on the NPDMS Case File. The Exchange/Sale Indicator is entered during a Controlled/Non-Controlled Add or Change. NASA Property that does not undergo utilization screening can be captured for statistical purposes using the Traded to Vendor process as described in Section 4.8.6 Transaction Processing for Exchange (Trade-In).

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T19** at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/01/01
ND5105MA / ND5119PA                 TRANSFER TRANSACTIONS              12:22:54
                                          EX                           MSXXX
Prop Case No: 804101 5332S097          Item Id: 01           Current Qty:     1
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No: 1
Item Name/Desc: COMPUTER, MICRO                /
Disposition Qty: 1****                   Actual Prop Removal Date: **  **  ****
Trans Id:  T19                                                    ECN: G031461
============================== TRANSFEREE INFORMATION ========================
Requestor Name: ****************************     Phone:( *** ) *** - ****
   Agency Name: ************************************
       Address: ****************************
                ____________________________
          City: ********************   State: **     Zip: ***** ____
      Province: ______________________ Country: ______________________________
Approved By: ____________________________                Approved: **  **  ****
Doc No: **************    Print SF-120 Correction: _ GSA Rpt Date: 01 / 10 / 96
Transferee is Contractor/Grantee (C,G,' '): _     Withdrawal Date:
Txn Desc: ____________________________________________________________ More: _
Next Prop Case No:        ________      Next Item Id: __       Retain (Y/N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**

- Transferee Information
  - Requestor Name
  - Phone
  - Agency Name
  - Address
  - City
  - State
  - Zip
  - Transferee is Contractor/Grantee — input value = **C**, **G**, or **blank**
  - Doc No
  - Approved By
  - Approved — input format = **MM/DD/YYYY**
  - Print SF-120 Withdrawal/Correction — input value = **C** or **blank**
  - Txn Desc
  - More — input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain — input value = **Y** or **N** (Default =N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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 Print SF-120 Withdrawal/Correction equal **C**, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

```
                     NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/02/01
ND5105MA / ND5119PA                 TRANSFER TRANSACTIONS              13:59:40
                                         TRAN N G                      MSXXX
Prop Case No: 804101 5332S027          Item Id: 01           Current Qty:     1
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT                   /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T19                                                   ECN: G031466
=====                                                                  =====
Reque                                                                  5
   Ag   ND5100MD
                     GSA Withdrawal Approval Date:  01  02  2001

           Withdrawal/Correction Narrative:
        ____________________________________________________________   __
Appro   ____________________________________________________________    2001
Doc N   ____________________________________________________________    / 96
Trans   ____________________________________________________________    2001
Txn D                                                                  e: _
Next                       Enter 'C' to Cancel: _                      ): _
Navig
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                     EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/01/01
ND5105MA / ND5119PA                 TRANSFER TRANSACTIONS              12:29:28
                                          EX                           MSXXX
Prop Case No: 804101 5332S097          Item Id: 01           Current Qty:     1
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No: 1
Item Name/Desc: COMPUTER, MICRO                /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T19                                                   ECN: G031461
======                                                                 ======
Reques                                                                 55
   Age    ND5100MC      Property Transaction Description:
          ____________________________________________________________
          ____________________________________________________________
          ____________________________________________________________   ___
Approv    ____________________________________________________________     2001
Doc No                                                                 0 / 96
Transf                    Enter 'C' to Cancel: _
Txn De                                                                 re: Y
Next P                                                                 N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                     EXIT
```

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS displays the pop-up window (ND5119MA). If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/01/01
ND5105MA / ND5119PA                 DONATION TRANSACTIONS              12:29:28
                                         EX                            MSXXX
Prop Case No: 804101 5332S097          Item Id: 01           Current Qty:     1
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No: 1
Item Nam
Disposit                                                                 01
Trans Id    ND5119MA           Please Enter Additional Data              61
======                             for T19 Transaction:                  ==
Reques
   Age           Ordering Agency ID: *
                   (N-NASA, F-Other Federal Agency)

                    Installation No: ____        Org Code: _____
                       Cust Acct No: _____           Bldg: __________
Approv                 NEMS User No: ______         Room: _____         01
Doc No            Reimbursement Amount: *************                   96
Transf
Txn De                          Enter 'C' to Cancel: _                   Y
Next P                                                                   _
Navigati
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                      EXIT
```

INPUT DATA

- Installation No
- Org Code
- Cust Acct No
- NEMS User No
- Room
- Reimbursement Amount
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the message ’*Entry Reference Number Assigned is: N10*’ displays the assigned number and remains on the TRANSFER TRANSACTIONS screen (ND5105MA) for entry of the Next Property Case Number.
- If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

4.8.7.5.16 Donation To Other Without Prior GSA Approval

This process allows the user to record the Donation to Other without Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T20** at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5110MA / ND5120PA               DONATION TRANSACTIONS                12:37:11
                                       DO OT                           MSXXX
Prop Case No: 804101 1060S161          Item ID: 01         Current Qty:      15
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL              /
Disposition Qty: *****                    Actual Prop Removal Date: **  **  ****
Trans Id:  T20                                                     ECN:
=============================== DONEE INFORMATION ============================
Requestor Name: ******************************         Phone:( ___ ) ___ - ____
  Donee Agency: ****************************************
       Address: ******************************
                ******************************
          City: ********************      State: __       Zip: _____ ____
      Province: ______________________    Country: ****************************
Approved By: ______________________________                Approved: **  **  ****
Doc No: **************    Print SF-120 Correction: _ GSA Rpt Date:    /    /
PDO Justification: ************************************************  More: _
 Narrative to GSA: ____________________________________________________ More: _
Next Prop Case No:        ________      Next Item ID: __       Retain (Y/N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Disposition Qty
- Actual Prop Removal Date — input format = **MM/DD/YYYY**
- Donee Information
  - Requestor Name
  - Phone
  - Donee Agency
  - Address
  - City
  - State
  - Zip
  - Approved By
  - Approved — input format = **MM/DD/YYYY**
  - Doc No
  - Print SF-120 Correction — input format = **C** or **blank**
  - PDO Justification
  - More — input value = **Y** or **blank**
  - Narrative To GSA
  - More — input value = **Y** or **blank**
- Next Prop Case No

- Next Item Id

- Retain input value = **Y** or **N** (Default = N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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 **Y** is entered at More for PDO Justification, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5110MA / ND5120PA               DONATION TRANSACTIONS                 13:43:35
                                       DO OT                            MSXXX
Prop Case No: 804101 1060S161          Item ID: 01         Current Qty:      15
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL            /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T20                                                    ECN:
======                                                              ======
Reques                                                              - 5555
  Done    ND5100MC      Property Transaction Description:
          NONE_____________________________________________________
          _________________________________________________________
          _________________________________________________________   ******
Approv    _________________________________________________________     2001
Doc No                                                                  /
PDO Ju                   Enter 'C' to Cancel: _                       re: Y
 Narra                                                                re: _
Next P                                                                N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                     EXIT
```

INPUT DATA

- Property Transaction Description

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

- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5110MA).

If **Y** is entered at More for Narrative to GSA, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/02/01
ND5110MA / ND5120PA                TRANSFER TRANSACTIONS              13:59:40
                                        TRAN N G                      MSXXX
Prop Case No: 804101 5332S027          Item Id: 01          Current Qty:     1
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: DISPLAY UNIT                   /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T20                                                   ECN: G031466
=====                                                                  =====
Reque                                                                  5
   Ag    ND5100MD
                     GSA Withdrawal Approval Date:  01  02  2001

         Withdrawal/Correction Narrative:
         ____________________________________________________________     __
Appro    ____________________________________________________________      2001
Doc N    ____________________________________________________________      / 96
Trans    ____________________________________________________________      2001
Txn D                                                                     e: _
Next                       Enter 'C' to Cancel: _                         ): _
Navig
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                       EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).
- NPDMS then displays the message ’*Entry Reference Number Assigned is N10’* displays the assigned number and remains on the DONATION TRANSACTION screen (ND5110MA) for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

4.8.7.5.17 Transferred To GSA For Further Disposal Processing

This process allows the user to record the Transfer to GSA for Further Disposal Processing Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

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.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type **7** at Enter Selection, Prop Case No, optionally an Item Id, and **T12** at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/01/01
ND5105MA / ND5112PA                  TRANSFER TRANSACTIONS              13:55:24
                                          TRAN G                        MSXXX
Prop Case No: 804101 6305S102           Item Id: 01           Current Qty:     1
Local Ref No:                                 Turn-In Doc No:
Item Name/Desc: COMPUTER, MICRO                 /
Disposition Qty: 1****                    Actual Prop Removal Date: **  **  ****
Trans Id:  T12                                                     ECN: G031770
============================= TRANSFEREE INFORMATION ========================
Requestor Name: ****************************     Phone:( *** ) *** - ****
   Agency Name: GENERAL SERVICES ADMINISTRATION*********
       Address: 410 W. PEACHTREE STREET*******
                ____________________________
          City: ATLANTA*************   State: GA     Zip: 30365 ____
      Province: ____________________ Country: ____________________________
Approved By: ____________________________                Approved: **  **  ****
Doc No: **************    Print SF-120 Correction:   GSA Rpt Date: 12 / 23 / 96
Transferee is Contractor/Grantee (C,G,' '): _     Withdrawal Date:
Txn Desc: ____________________________________________________________ More: _
Next Prop Case No:        ________      Next Item Id: __       Retain (Y/N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Disposition Qty
- Actual Prop Removal Date input format = **MM/DD/YYYY**

- Transferee Information
  - Requestor Name
  - Phone
  - Doc No
  - Approved By
  - Approved — input format = **MM/DD/YYYY**
  - Txn Desc
  - More — input value = **Y** or **blank**
- Next Prop Case No
- Next Item Id
- Retain — input value = **Y** or **N** (Default = N)

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- 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 **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5105MA / ND5112PA               TRANSFER TRANSACTIONS                 13:43:35
                                     TRAN N G                             MSXXX
Prop Case No: 8041016305S105          Item ID: 01         Current Qty:      15
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL              /
Disposition Qty: 1****                   Actual Prop Removal Date: 02  01  2001
Trans Id:  T12                                                   ECN:
======                                                                  ======
Reques                                                                  - 5555
  Done    ND5100MC      Property Transaction Description:
          NONE_____________________________________________________
          _________________________________________________________
          _________________________________________________________   ******
Approv    _________________________________________________________     2001
Doc No                                                                  /
PDO Ju                   Enter 'C' to Cancel: _                       re: Y
 Narra                                                                re: _
Next P                                                                N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                     EXIT
```

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If a **C** is entered at Enter ’C’ to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message ’*Entry Reference Number Assigned is: N10*’ displays the assigned number and remains on the TRANSFER TRANSACTIONS screen (ND5105MA) for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.