

| | | |
|---------|---------------------------------|----|
| 1. | Introduction | 1 |
| 1.1 | Identification | 1 |
| 1.2 | Purpose | 1 |
| 1.3 | Scope | 2 |
| 2. | Operational Description | 3 |
| 2.1 | System Hierarchy | 4 |
| 2.2 | Configuration Hierarchy | 11 |
| 3. | User Interface | 12 |
| 3.1 | Logon/Logoff..... | 12 |
| 3.2 | Security..... | 12 |
| 3.3 | NPDMS Navigation..... | 13 |
| 4. | NPDMS Online Capabilities | 15 |
| 4.1 | Common Functions | 16 |
| 4.1.1 | Screen Functions..... | 16 |
| 4.1.1.1 | PF-Key/Mnemonic Functions | 17 |
| 4.1.1.2 | Direct Command Navigation..... | 17 |
| 4.1.1.3 | Menu Hierarchy | 18 |
| 4.1.2 | Messages | 20 |
| 4.2 | Logon To NPDMS | 21 |
| 4.3 | NPDMS Main Menu..... | 23 |
| 4.3.1 | Main Menu Processing | 25 |
| 4.4 | Query Menu..... | 27 |
| 4.4.1 | Queries Menu Processing | 27 |
| 4.5 | Reports Menu | 34 |
| 4.5.1 | Report Processing | 37 |

| | | |
|----------|--|-----|
| 4.5.1.1 | List Standard Reports By Frequency..... | 38 |
| 4.5.1.2 | Select On-Request Reports | 40 |
| 4.5.1.3 | Update Standard Reports..... | 51 |
| 4.5.1.4 | Alter Scheduled Reports | 60 |
| 4.5.1.5 | Select Cases For Printing DRMO 1348..... | 63 |
| 4.6 | Tables Menu..... | 65 |
| 4.6.1 | Tables Processing | 65 |
| 4.6.1.1 | User Access Table | 68 |
| 4.6.1.2 | GSA Region Table | 74 |
| 4.6.1.3 | DRMO DODAAC Table | 81 |
| 4.6.1.4 | Exception Processing Table | 88 |
| 4.6.1.5 | Federal Supply Classification (FSC) Code Table | 93 |
| 4.6.1.6 | Unit Of Measure Table | 100 |
| 4.6.1.7 | Supply Condition Code Table..... | 105 |
| 4.6.1.8 | Disposal Condition Code Table | 110 |
| 4.6.1.9 | Demilitarization Code Table | 115 |
| 4.6.1.10 | Center Profile Table | 120 |
| 4.6.1.11 | Report/Maintenance Selection Table | 135 |
| 4.6.1.12 | Shelf Life Type I Table | 143 |
| 4.6.1.13 | Shelf Life Type II Table | 147 |
| 4.6.1.14 | Hazardous Materials Code Table | 151 |
| 4.6.1.15 | Controlled Inventory Item Code Table | 156 |
| 4.6.1.16 | ADPE Identification Code Table | 160 |
| 4.6.1.17 | Precious Metals Code Table | 164 |
| 4.6.1.18 | Materiel Management Aggregation Code Table | 169 |

| | | |
|----------|---|-----|
| 4.6.1.19 | DRMO Disposal Authority Code Table | 174 |
| 4.6.1.20 | DRMO Additional Data Code Table..... | 179 |
| 4.6.1.21 | Installation Code Table..... | 186 |
| 4.6.1.22 | Performance Measures Standards Table..... | 191 |
| 4.6.1.23 | Printer Destination Table..... | 196 |
| 4.6.1.24 | NPDMS Screening Days Table | 200 |
| 4.6.1.25 | Reimbursement Code Table..... | 208 |
| 4.6.1.26 | Hazardous Materials Indicator Codes Table..... | 213 |
| 4.6.1.27 | Property Location Table | 218 |
| 4.6.1.28 | Recipient Name Table | 224 |
| 4.6.1.29 | Transfer Type Table | 237 |
| 4.6.1.30 | Transfer Subtype Table | 242 |
| 4.6.1.31 | Fuel Type Table | 247 |
| 4.6.1.32 | Body Style Table | 252 |
| 4.7 | CASE REVIEW..... | 258 |
| 4.7.1 | Case Review Selection Processing | 258 |
| 4.8 | TRANSACTION MENU | 270 |
| 4.8.1 | Transaction Processing for Add | 271 |
| 4.8.1.1 | Controlled Add With GSA Reporting | 272 |
| 4.8.1.2 | Non-Controlled Add With GSA Reporting..... | 289 |
| 4.8.1.3 | Controlled Component System Item Add with GSA Reporting | 303 |
| 4.8.1.4 | Non-Controlled Component System Item Add with GSA Reporting | 320 |
| 4.8.1.5 | Controlled Add With DRMO Transfer | 336 |
| 4.8.1.6 | Non-Controlled Add with DRMO Transfer | 347 |
| 4.8.1.7 | Controlled Component System Item Add with DRMO Transfer | 358 |

| | | |
|----------|---|-----|
| 4.8.1.8 | Non-Controlled Component System Item Add with DRMO Transfer | 371 |
| 4.8.1.9 | Component System Item Add To Existing Component System | 384 |
| 4.8.1.10 | Single and Component System Item Case Add With Receipt | 387 |
| 4.8.1.11 | Non-Controlled/Controlled Property Check | 391 |
| 4.8.2 | Change | 396 |
| 4.8.2.1 | Controlled Change with GSA Reporting | 397 |
| 4.8.2.2 | Non-Controlled Change with GSA Reporting | 415 |
| 4.8.2.3 | Controlled Component System Item/Case Change with GSA Reporting | 436 |
| 4.8.2.4 | Non-Controlled Component System Item/Case Change with GSA Reporting | 456 |
| 4.8.2.5 | Controlled Change with DRMO Transfer | 478 |
| 4.8.2.6 | Non-Controlled Change with DRMO Transfer | 494 |
| 4.8.2.7 | Controlled Component System Item/Case Change with DRMO Transfer | 512 |
| 4.8.2.8 | Non-Controlled Component System Item/Case Change with DRMO Transfer | 533 |
| 4.8.3 | Transaction Processing for Delete..... | 554 |
| 4.8.3.1 | Controlled (NEMS-tagged) Delete..... | 555 |
| 4.8.3.2 | Non-Controlled Delete | 558 |
| 4.8.3.3 | Component System Item Delete..... | 561 |
| 4.8.3.4 | Component System Case Delete | 567 |
| 4.8.4 | Transaction Processing for Receipt..... | 571 |
| 4.8.4.1 | Controlled Property Receipt | 573 |
| 4.8.4.2 | Non-Controlled Receipt | 581 |
| 4.8.5 | Transaction Processing For Sales..... | 589 |

| | | |
|----------|--|-----|
| 4.8.5.1 | Add A New Sale | 592 |
| 4.8.5.2 | Change Sale..... | 607 |
| 4.8.5.3 | Sales Award Process (GSA Lot Sale Or NASA Other Sale) | 620 |
| 4.8.5.4 | Sealed Bids (Local Sale Only)..... | 623 |
| 4.8.5.5 | Reversal Sale Process | 643 |
| 4.8.5.6 | Cancel/Reschedule Sale Process | 645 |
| 4.8.5.7 | Single Case Sale Process - GSA | 649 |
| 4.8.6 | Exchange (Trade-In)..... | 652 |
| 4.8.6.1 | Entry of Trade-In Data for Statistical Reporting | 653 |
| 4.8.7 | Freezes | 655 |
| 4.8.7.1 | Add Freeze..... | 657 |
| 4.8.7.2 | Change Existing Freeze | 665 |
| 4.8.7.3 | Delete Existing Freeze | 671 |
| 4.8.7.4 | Transaction Processing for a Final Disposition from an Existing Freeze | 675 |
| 4.8.7.5 | Final Dispositions | 679 |
| 4.8.8 | Transaction Processing For Reversals..... | 752 |
| 4.8.8.1 | Reverse Final Disposition..... | 755 |
| 4.8.8.2 | Reverse Receipt Disposition Process | 761 |
| 4.8.9 | Transaction Processing For Converting Single Case To Component Item | 765 |
| 4.8.9.1 | Add Item To Component System | 766 |
| 4.8.10 | Transaction Processing for Converting Component System Item to a Single Case | 775 |
| 4.8.10.1 | Assign New Case Number | 777 |
| 4.8.11 | Enter SRD & GSA Control Number | 784 |

| | |
|---|-----|
| 4.9 INVENTORY..... | 789 |
| 4.9.1 Pre-Inventory Processing | 791 |
| 4.9.2 Enter Inventory Data..... | 792 |
| 4.9.3 Delete Inventory Data..... | 794 |
| 4.9.4 Schedule Post Inventory Report..... | 795 |
| 4.9.5 Schedule Final Inventory/Reconciliation Report | 797 |
| 4.10 Retransmit gsa rejected case records | 800 |
| 4.11 browse case menu | 802 |
| 4.11.1 Browse Case by ECN..... | 803 |
| 4.11.2 Browse Case by DCN..... | 805 |
| 4.11.3 Browse Case History by ECN..... | 807 |
| 4.11.4 Browse Case History by DCN | 809 |
| 5. NPDMS OPERATIONAL PROCEDURES | 811 |
| 5.1 GENERAL FUNCTIONS..... | 811 |
| 5.1.1 Systems Administration/ADP Support Personnel | 813 |
| 5.1.2 Data Base Administration/Security Administration..... | 814 |
| 5.1.3 Operations Personnel..... | 815 |
| 5.2 Systems Operations | 815 |
| 5.3 NSMS Interface | 823 |
| 5.3.1 NSMS Add..... | 823 |
| 5.3.2 NSMS Receipt..... | 824 |
| 5.4 NASA Consolidation Software | 824 |
| 6. APPENDIX A - APPLICABLE DOCUMENTS | 826 |
| 6.1 REFERENCE DOCUMENTS | 826 |
| 6.2 RELATED DOCUMENTS | 826 |

| | |
|--|-----|
| 7. APPENDIX B - ACRONYMS | 828 |
| 8. APPENDIX C - ERROR, WARNING, AND SUCCESS MESSAGES | 831 |
| 9. APPENDIX D - PF KEY FUNCTIONS | 872 |
| 10. APPENDIX E - DIRECT COMMAND NAVIGATION | 875 |
| 11. APPENDIX F - NPDMS USER AUTHORIZATION FORM | 880 |
| 12. APPENDIX G - SUPER NATURAL QUERIES | 885 |
| 13. APPENDIX H - BATCH HELP GUIDES | 887 |
| 14. APPENDIX I - DISPOSAL SCREENING..... | 911 |

1. INTRODUCTION

1.1 IDENTIFICATION

This document is the User and Operations Guide (UOG) for the National Aeronautics and Space Administration (NASA) Property Disposal Management System (NPDMS). The UOG includes documentation of the Online and Batch processes. This document is identified as the *NPDMS User and Operations Guide, AIM-NPDMS-UOG-10*.

1.2 PURPOSE

The UOG serves as an instruction and reference manual for end user and operations personnel. Step-by-step instruction for end users primarily focuses on the online use of NPDMS. Instructions for online functions include the following:

- Queries
- Reports
- Tables
- Case Review
- Transactions
- Inventory
- Retransmit to GSA
- Browse Case

Operations instructions focus on functions that provide accurate and efficient data processing for NPDMS. These functions include the following:

- Reports/Maintenance
- Tables
- Batch Processing
- Data Base Management

The UOG is the primary means of determining the system operations for all the processes stated above.