USER AND OPERATIONS GUIDE FOR THE NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM (NPDMS)

Release 2.4

PrISMS Contract

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1. INTRODUCTION.....1
1.1 IDENTIFICATION.....1
1.2 PURPOSE.....1
1.3 SCOPE.....2
2. OPERATIONAL DESCRIPTION.....2
2.1 SYSTEM HIERARCHY.....4
2.2 CONFIGURATION HIERARCHY.....9
3. USER INTERFACE.....10
3.1 LOGON/LOGOFF.....10
3.2 SECURITY.....10
3.3 NPDMS NAVIGATION.....11
4. NPDMS ONLINE CAPABILITIES.....12
4.1 COMMON FUNCTIONS.....12
4.1.1 Screen Functions.....13
4.1.1.1 PF-Key/Mnemonic Functions.....13
4.1.1.2 Direct Command Navigation.....14
4.1.1.3 Menu Hierarchy.....15
4.1.2 Messages.....17
4.2 LOGON TO NPDMS.....17
4.3 NPDMS MAIN MENU.....17
4.3.1 Main Menu Processing.....19
4.4 QUERY MENU.....20
4.4.1 Queries Menu Processing.....20
4.5 REPORTS MENU.....27
4.5.1 Report Processing.....30

4.5.1.1 List Standard Reports By Frequency.....31

4.5.1.2 Select On-Request Reports.....33

4.5.1.3 Update Standard Reports.....41

4.5.1.4 Alter Scheduled Reports.....49

4.5.1.5 Select Cases For Printing DRMO 1348.....50

4.6 TABLES MENU 51

4.6.1 Tables Processing 51

4.6.1.1 User Access Table 55

4.6.1.2 GSA Region Table.....61

4.6.1.3 DRMO DODAAC Table 66

4.6.1.4 Exception Processing Table.....74

4.6.1.5 Federal Supply Classification (FSC) Code Table.....79

4.6.1.6 Unit Of Measure Table 84

4.6.1.7 Supply Condition Code Table.....90

4.6.1.8 Disposal Condition Code Table.....95

4.6.1.9 Demilitarization Code Table 100

4.6.1.10 Center Profile Table 105

4.6.1.11 Report/Maintenance Selection Table 117

4.6.1.12 Shelf Life Type I Table 124

4.6.1.13 Shelf Life Type II Table 129

4.6.1.14 Hazardous Materials Code Table.....134

4.6.1.15 Controlled Inventory Item Code Table.....138

4.6.1.16 ADPE Identification Code Table.....143

4.6.1.17 Precious Metals Code Table 147

4.6.1.18 Materiel Management Aggregation Code Table.....151

4.6.1.19 DRMO Disposal Authority Code Table 156
4.6.1.20 DRMO Additional Data Code Table.....161
4.6.1.21 Installation Code Table.....168
4.6.1.22 Performance Measures Standards Table.....173
4.6.1.23 Printer Destination Table.....178
4.6.1.24 NPDMS Screening Days Table 182
4.6.1.25 Reimbursement Code Table 190
4.6.1.26 Hazardous Materials Indicator Codes Table 195
4.6.1.27 Property Location Table 200
4.6.1.28 Recipient Name Table.....206
4.6.1.29 Transfer Type Table.....217
4.6.1.30 Transfer Subtype Table.....224
4.7 CASE REVIEW.....229
4.7.1 Case Review Selection Processing 230
4.8 TRANSACTION MENU 239
4.8.1 Transaction Processing for Add.....239
4.8.1.1 Controlled Add With GSA Reporting 240
4.9 Prog Cost Acct Code 253
4.9.1.1 Non-Controlled Add With GSA Reporting.....253
4.9.1.2 Controlled Component System Item Add with GSA Reporting...264
4.9.1.3 Non-Controlled Component System Item Add with GSA Reporting280
4.9.1.4 Controlled Add With DRMO Transfer 294
4.9.1.5 Non-Controlled Add with DRMO Transfer 304
4.9.1.6 Controlled Component System Item Add with DRMO Transfer .314
4.9.1.7 Non-Controlled Component System Item Add with DRMO Transfer326

4.9.1.8 Component System Item Add To Existing Component System .337

4.9.1.9 Single and Component System Item Case Add With Receipt 340

4.9.1.10 Non-Controlled/Controlled Property Check 345

4.9.2 Change 351

4.9.2.1 Controlled Change with GSA Reporting 353

4.9.2.2 Non-Controlled Change with GSA Reporting 376

4.9.2.3 Controlled Component System Item/Case Change with GSA Reporting 403

4.9.2.4 Non-Controlled Component System Item/Case Change with GSA Reporting 429

4.9.2.5 Controlled Change with DRMO Transfer 460

4.9.2.6 Non-Controlled Change with DRMO Transfer 483

4.9.2.7 Controlled Component System Item/Case Change with DRMO Transfer 507

4.9.2.8 Non-Controlled Component System Item/Case Change with DRMO Transfer 534

4.9.3 Transaction Processing for Delete 552

4.9.3.1 Controlled (NEMS-tagged) Delete 554

4.9.3.2 Non-Controlled Delete 557

4.9.3.3 Component System Item Delete.....560

4.9.3.4 Component System Case Delete 565

4.9.4 Transaction Processing for Receipt 569

4.9.4.1 Controlled Property Receipt 572

4.9.4.2 Non-Controlled Receipt 579

4.9.5 Transaction Processing For Sales 586

4.9.5.1 Add A New Sale 589

4.9.5.2 Change Sale.....603

4.9.5.3 Sales Award Process (GSA Lot Sale Or NASA Other Sale).....616

4.9.5.4 Sealed Bids (Local Sale Only).....620

4.9.5.5 Reversal Sale Process 639

4.9.5.6 Cancel/Reschedule Sale Process 641

4.9.5.7 Single Case Sale Process - GSA 645

4.9.6 Exchange (Trade-In).....647

4.9.6.1 Entry of Trade-In Data for Statistical Reporting.....648

4.9.7 Freezes.....650

4.9.7.1 Add Freeze.....653

4.9.7.2 Change Existing Freeze 660

4.9.7.3 Delete Existing Freeze 666

4.9.7.4 Transaction Processing for a Final Disposition from an Existing Freeze 670

4.9.7.5 Final Dispositions 673

4.9.8 Transaction Processing For Reversals 746

4.9.8.1 Reverse Final Disposition.....750

4.9.8.2 Reverse Receipt Disposition Process 756

4.9.9 Transaction Processing For Converting Single Case To Component Item 760

4.9.9.1 Add Item To Component System 761

4.9.10 Transaction Processing for Converting Component System Item to a Single Case.....770

4.9.10.1 Assign New Case Number 772

4.9.11 Enter SRD & GSA Control Number.....778

4.10 INVENTORY.....783

4.10.1 Pre-Inventory Processing.....786

4.10.2 Enter Inventory Data 786
4.10.3 Delete Inventory Data 788
4.10.4 Schedule Post Inventory Report 789
4.10.5 Schedule Final Inventory/Reconciliation Report 791
4.11 RETRANSMIT GSA REJECTED CASE RECORDS.....794
4.12 BROWSE CASE MENU.....796
4.12.1 Browse Case by ECN 797
4.12.2 Browse Case by DCN 799
4.12.3 Browse Case History by ECN 801
4.12.4 Browse Case History by DCN 803
5. NPDMS OPERATIONAL PROCEDURES.....805
5.1 GENERAL FUNCTIONS.....805
5.1.1 Systems Administration/ADP Support Personnel.....807
5.1.2 Data Base Administration/Security Administration.....808
5.1.3 Operations Personnel 809
5.2 SYSTEMS OPERATIONS 810
5.3 NSMS INTERFACE 817
5.3.1 NSMS Add 817
5.3.2 NSMS Receipt.....818
5.4 NASA HEADQUARTERS CONSOLIDATION SOFTWARE 818
6. APPENDIX A - APPLICABLE DOCUMENTS.....820
6.1 REFERENCE DOCUMENTS.....820
6.2 RELATED DOCUMENTS 820
7. APPENDIX B - ACRONYMS 822
8. APPENDIX C - ERROR, WARNING, AND SUCCESS MESSAGES.....825

9. APPENDIX D - PF KEY FUNCTIONS 860

10. APPENDIX E - DIRECT COMMAND NAVIGATION 863

11. APPENDIX F - NPDMS USER AUTHORIZATION FORM 868

12. APPENDIX G - SUPER NATURAL QUERIES 872

13. APPENDIX H - BATCH HELP GUIDES 873

14. APPENDIX I - DISPOSAL SCREENING 880

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 in 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 focuses 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.

1.3 SCOPE

A UOG is developed for each system and may support several Computer Software Configuration Items (CSCIs). The UOG is updated to reflect any changes to the operation procedures as new CSCIs are added to the system. End user instructions are detailed in the main body of this document.

2. OPERATIONAL DESCRIPTION

The **Online Processing** function in NPDMS consists of eight major components. Each component performs separate processing functions. Processing functions within the system include Queries, Reports, Tables, Case Review, Transactions, Inventory, Retransmit to GSA, and Browse Case processing.

The Queries component provides the NPDMS user with direct access to both active and historical property disposal data using Software AG's SUPER NATURAL. This data includes both case and disposition transaction data. The system provides standard queries as well as ad hoc queries. The standard queries, created by the Development Team, are stored in a public library under Super Natural.

The Reports component provides users the capability to select standard batch reports for managing the property disposal function. These reports are categorized into several types of standard reports, which include: General Services Administration (GSA) Reporting, Defense Reutilization and Marketing Office (DRMO) Transfer Forms, NASA Equipment Management System (NEMS) Interface Reports, NASA Forms, NASA Supply Management System (NSMS) Interface Reports, other statistical NPDMS Reporting, Sales Reporting, and Inventory Process Reporting.

The Tables component provides the capability to access user tables files for updating. This process provides the capability to add, change, and delete entries maintained in the NPDMS tables. The tables are used for edit, validation, and/or access control during system processing.

The Case Review component provides a detailed online display of the case record with its associated freeze information for a single item. This process provides the capability to browse component systems and single item case data through the Main Menu or transaction processing screens via Property Case Number.

The Transactions component provides the capability to add, change, and delete case and item information for all active disposal cases. Cases processed include the following: controlled, non-controlled, and component system. The controlled equipment data entered through the Add/Change process directly updates the NEMS Data Base to reflect the addition of the Property Case Number, the transfer of accountability to the Property Disposal Officer (PDO),

the adjustment of Acquisition Cost, and extracts common data elements to reduce data entry. The Add/Change process also accesses NEMS to validate and verify the entry of common table maintained elements (i.e., Manufacturers Code, Building Number, Custodian Account Number).

The Transaction component also provides for the activities surrounding the entering/deletion/modification of freeze transactions, receipt transactions, final disposition transactions, converting single case to a component system item, converting component system item to a single case, sales, and any corrections to them.

The Inventory component provides the capability to enter inventory information to satisfy inventory reporting needs. The Inventory process updates the NPDMS Case File with the Pre-Inventory Date on the day that the physical inventory process is initiated, allowing the user to enter results of the physical inventory records. Discrepancies are reconciled and the data base is updated accordingly.

The Retransmit to GSA component provides the capability to re-submit property cases that were rejected by GSA. After the user makes corrections through the Change process, the property cases can be re-submitted. This process resets flags on the Case and Transaction File so that the property cases are selected for retransmission to GSA.

The Browse Case component provides an online list of a cases either by the Equipment Control Number (ECN) or Document Control Number (DCN). This process provides the capability to list cases for the active file, as well as historical case file.

The **Batch Processing** function provides for regular processing that is required by NPDMS to support the property disposal and utilization function effectively and accurately. As with any system, NPDMS has certain batch processes that need to take place cyclically and as requested. The Batch process consists of three distinct subsystems: the NSMS Batch Interface, Report Processing, and Internal Processing. Each subsystem is initiated by the Processing Driver during the nightly batch run.

The NSMS Batch Interface processes materials inventory items from NSMS, which are provided on the NPDMS/NSMS Interface File and are scheduled as part of the internal batch system processing.

The Report Processing Subsystem provides for the generation of standard reports based upon selection and scheduling from the online Report Subsystem.

The Internal Processing Subsystem provides the capability for several types of regular maintenance jobs that are performed as part of the daily clean-up routine.

2.1 SYSTEM HIERARCHY

Figure 2.1, System Hierarchical Charts, provides an overview of the system processing. Details of these processes are outlined on the pages following the System Hierarchical Charts.

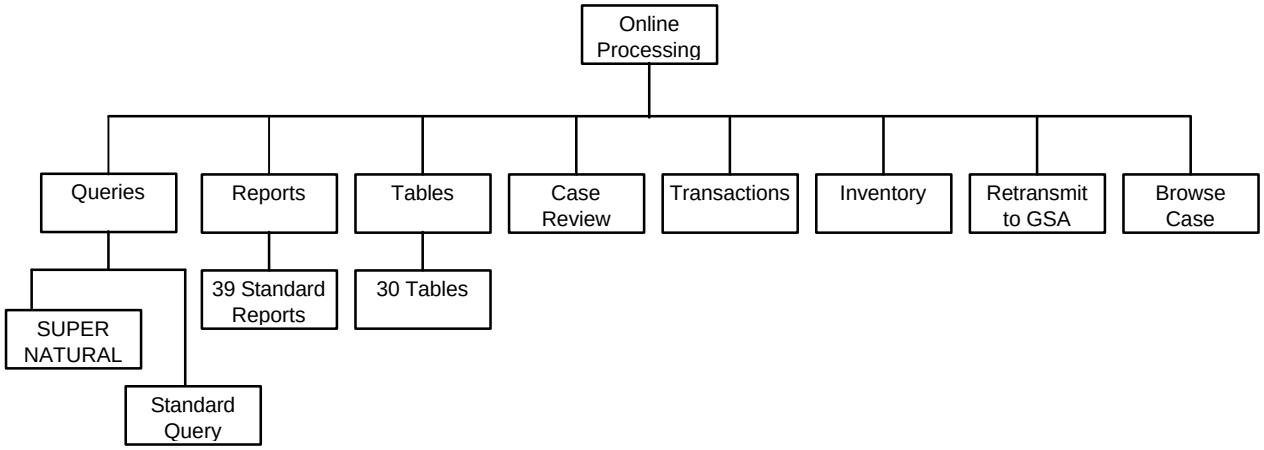


Figure 2.1-1 System Hierarchical Chart

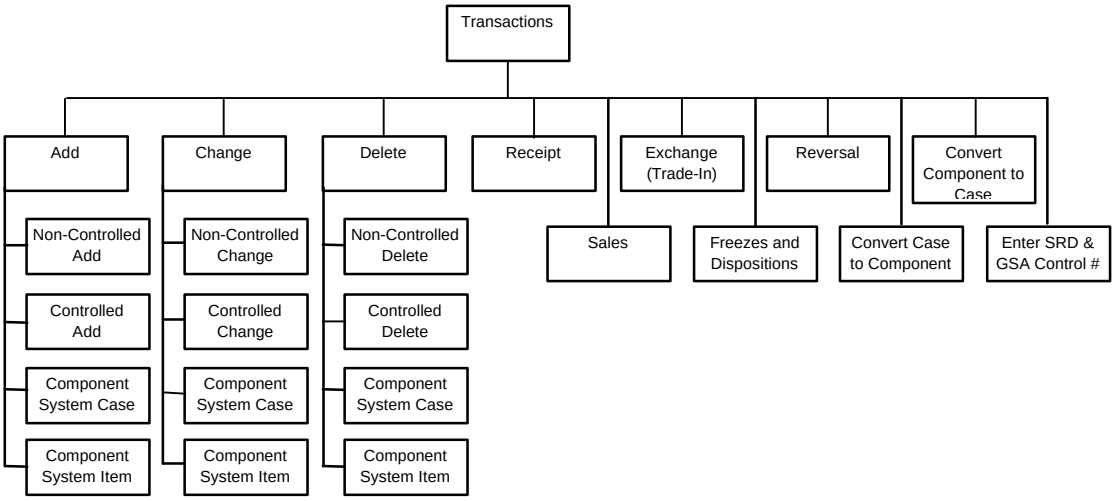


Figure 2.1-1 System Hierarchical Chart (Continued)

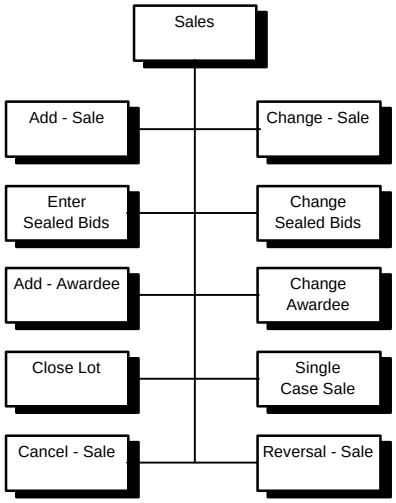


Figure 2.1-1 System Hierarchical Chart (Continued)

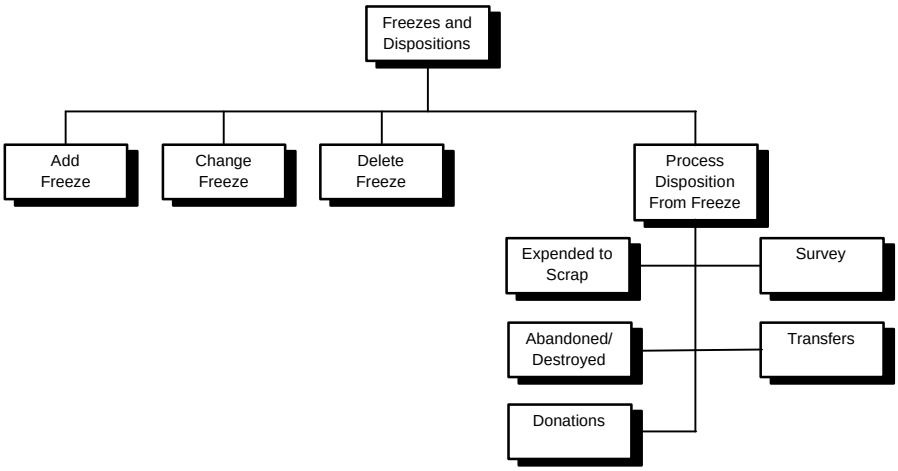


Figure 2.1-1 System Hierarchical Chart (Continued)

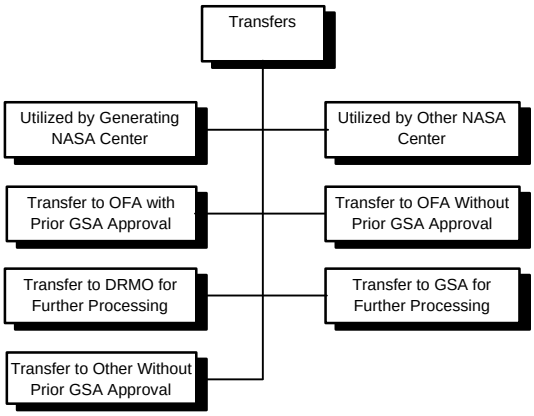


Figure 2.1-1 System Hierarchical Chart (Continued)

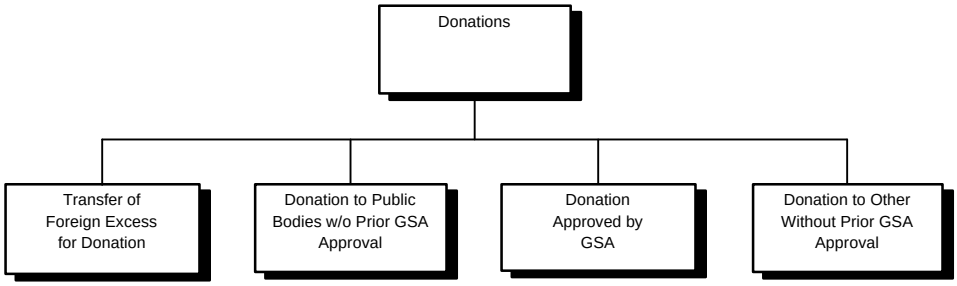


Figure 2.1-1 System Hierarchical Chart (Continued)

The following reflects the NPDMS System Hierarchical Detail:

- Online Processing
    - Queries
    - Reports
    - Tables
    - Case Review
    - Transactions
        - Add
        - Change

- Delete
- Receipt
- Sales
    - Add Sale
    - Change Sale
    - Enter Sealed Bids
    - Change Sealed Bids
    - Add Awardee
    - Change Awardee
    - Close Lot
    - Single Case Sale
    - Cancel Sale
    - Reversal Sale
- Exchange (Trade-In) (T19)
- Freezes and Dispositions
    - Add Freeze
    - Change Freeze
    - Delete Freeze
    - Process Disposition From Existing Freeze
        - Expended to Scrap (T03)
        - Survey Lost Personal Property (T04)
        - Abandoned/Destroyed Property (T18)
        - Transfers
        - Utilized by Generating NASA Center (T05)

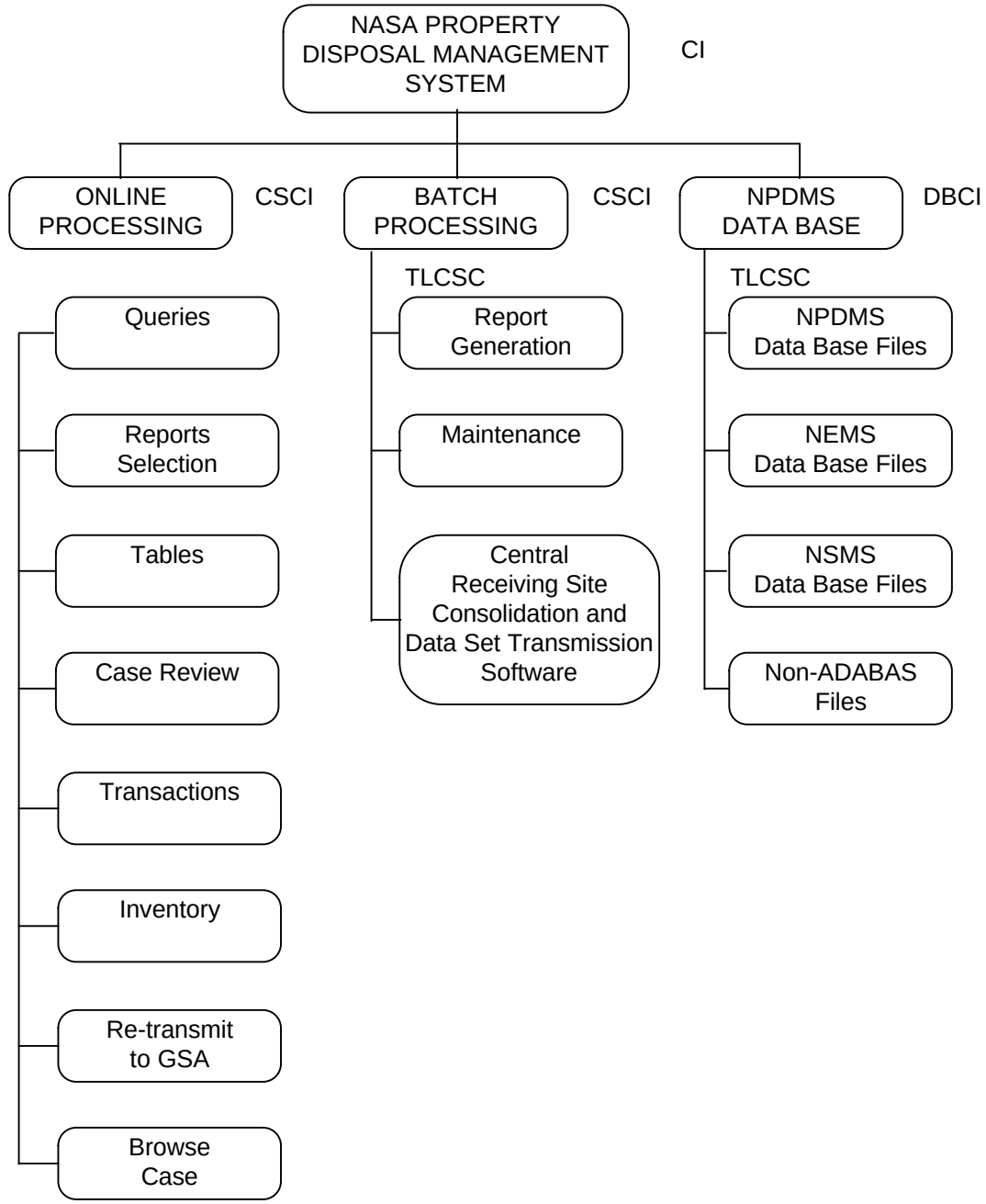
- Utilized by Other NASA Center (T06)
- Transfer to Other Federal Agency (OFA) with Prior GSA Approval (T07)
- Transfer to OFA w/o Prior GSA Approval (T08)
- Transfer to DRMO for Further Processing (T09)
- Transfer to GSA for Further Processing (T12)
- Transfer to Other w/o Prior GSA Approval (T16)
- Donations
- Transfer of Foreign Excess for Donation (T10)
- Donation to Public Bodies w/o Prior GSA Approval (T11)
- Donation Approved by GSA (T13)
- Donation to Other w/o Prior GSA Approval (T20)

- Reversal Processing
  - Disposition Reversal
  - Receipt Reversal (RT02)
- Convert Single Case to Component
- Convert Component to Single Case
- Enter Surplus Release Date (SRD) and GSA Control Number

- Inventory
- Re-transmit to GSA
- Browse Case

- Batch Processing
  - NSMS Add Process
  - Report Generation
  - Maintenance Process

2.2 CONFIGURATION HIERARCHY



Configuration Item (CI)
Data Base Configuration Item (DBCI)
Computer Software Configuration Items (CSCI)
Top Level Computer Software Components (TLCSC)

Figure 2.2 NPDMS Configuration

3. USER INTERFACE

NPDMS is an interactive system that provides an authorized user access to the processes that are performed upon demand during the online session or scheduled for later execution in the batch mode. In either case, interactive use of the system by the user is required to perform most of the functions the system provides. Functions automatically performed during overnight batch processing that are not subject to user control is the exception to this.

NPDMS facilitates the online interaction between the user and the system by providing menu-controlled access to the hierarchy of functions. Program Function (PF) Key navigation and direct command navigation are performed via pre-determined commands using the NATURAL Command Processor. Types of related functions are presented on the menu and the selection is made by entering the appropriate data associated with the desired category of functions. Entry of pre-determined commands on the navigation line at the bottom of the screen directs the command processor to a function. This may result in the appearance of another menu offering a more detailed breakdown of functions. A selection is made that may result in yet another menu of functions to be chosen, or the user may encounter a screen that provides for the input and output of data required to perform a specific task.

3.1 LOGON/LOGOFF

Access procedures to NPDMS may vary, depending on the receiving site's procedures and software environment. NPDMS is supported in both Customer Information Control System (CICS) or Time Sharing Option (TSO).

3.2 SECURITY

Security is provided through controlled access to ADABAS/NATURAL and NPDMS functions. For NPDMS, security is handled by both host-computer Data Base Administrator (DBA) or Security Administrator and the Installation's NPDMS System Administrator. Users will adhere to site-specific security regulations and procedures for requesting computer access.

ADABAS/NATURAL security is controlled by the receiving site's DBA. Access limitations include logo privileges to ADABAS/NATURAL and application libraries. The NPDMS access is requested by the NPDMS Installation's Systems Administrator.

Functional security for the execution of commands is handled by the NATURAL Security Command Processor. Functional security implies allowing or disallowing users or groups of users the capability to execute certain functions within NPDMS (i.e., Transactions). Functional security is not data driven. Functions are assigned based on the direct commands defined in NATURAL

Security by the DBA. The assignment of functional security is coordinated with the System Administrator (refer to Sections 5.1.1 and 5.1.2 for further coordination details).

This functional security is applicable to direct commands as well as menu and PF-Key navigation. The menu and PF-Key navigation functions use the same set of direct commands. These commands are defined internally as a table to facilitate movement through NPDMS. Therefore, a functional security definition in NATURAL Security is applicable to menu, PF-Key, and direct command navigation.

Authorization to gain access to NPDMS is controlled by the Installation's System Administrator. User access is controlled via a User Access Table containing the profile of each user. Access is provided at various levels of the system, system-wide (user access), functional area, and data level of processing. Controlling access to specific data records based upon values of fields within the records is controlled by the Installation's System Administrator, who may define data security for each NPDMS user through the NPDMS User Access Table. Only those persons authorized by the Installation's System Administrator are able to update the NPDMS User Access Table. For NPDMS, two user groups are required to support the data security requirements, one group for administrators and managers, and a second group for clerical users.

3.3 NPDMS NAVIGATION

The NATURAL 2.2 Command Processor defines and controls the navigation within NPDMS. Navigation through NPDMS is accomplished in three different forms: PF-Key Navigation, Direct Command, and Menu Hierarchy. The order of processing the system recognizes is as follows: a PF-Key command before a Direct Command, and a Direct Command before Menu Hierarchy.

- **PF-Key** – Allows direct access to certain functions from other functions through PF-Keys. Navigation between input screens to Case Review screens before, during, and after committing a transaction are via a PF-Key or Navigation line.

  Regardless of what navigational directions are typed on the screen or in the navigation line, NPDMS completes the current action or function and goes to the location directed by the pressed PF-Key. A message indicating the disposition of the current action is displayed on the new screen. Details of PF-Key navigation functions are discussed in Appendix D.

- **Direct Command** – Allows movement directly from one activity to another through a direct command feature. Each screen that allows direct commands has a navigation line on it. The user may enter any direct command on that line, and the system can then process that command.

Regardless of what navigational directions are typed on the screen, NPDMS completes the current action or function and then executes the direct command after <Enter> is pressed by the user. A message indicating the disposition of the current action is displayed on the new screen under Fastpath name.

- **Menu Hierarchy** – Allows navigation through the Menu Hierarchy from the Main Menu to selected sub-functions. The navigation feature of Menu Hierarchy requires the user to enter a function that is displayed on the screen and press <Enter>. The function entered may require the entry of additional data.

  Regardless of what navigational directions are typed on the screen or in the navigation line, NPDMS completes the current action or function and goes to the location directed by the selected sub-function. A message indicating the disposition of the current action is displayed on the new screen.

4. NPDMS ONLINE CAPABILITIES

This section describes the NPDMS operational capabilities. These include the following:

- Common functions
- Logon to NPDMS
- NPDMS Main Menu
- Query Menu
- Report Menu
- Tables Menu
- Case Review
- Transactions Menu
- Inventory Menu
- Retransmit to GSA
- Browse Case

4.1 COMMON FUNCTIONS

This section identifies all of the common functions and messages that are applicable throughout NPDMS.

4.1.1 Screen Functions

The following may only be done using a menu screen:

- Enter Selection – To activate selection enter selection number, pertinent data, and press **<Enter>**.

- HELP – Place a question mark (**?**) in the first position of the field and press **<Enter>** for field specific help, or press **PF13** for general screen help. If the selected field is validated by an NPDMS table, the system displays the field definition and prompts the user to enter a **Y** to view and select the table values. The user may select a value by typing an **X** in front of a value. The system then fills the field with the user-selected value from the help screen.

- All data fields initialized with asterisks on the menu (*****) are mandatory and are edited in accordance with the NPDMS Data Dictionary AIM-NPDMS-DD-04.5.

- Specific input data values are shown on the menu in **bold**-face. For details of specific field format and length, refer to the NPDMS Data Dictionary AIM-NPDMS-DD-04.5

- All date field formats are entered as (MMDDYY).

General Navigation – There are several ways to navigate through the system, depending on whether or not it's a menu screen or data screen. The order of processing navigational commands is PF-Keys, Direct Command, and Menu Hierarchy (e.g., if the user enters a command on the navigation line, and then presses a PF-Key, the PF-Key takes precedence over the command entered on the navigation line). The following functions may be done on a menu or data screen:

- There are three ways to navigate using the PF-Key functions. The user may press a PF-Key or move the cursor over the PF-Key shown on the screen and press **<Enter>**, or type F15 for PF15 on the navigation line and press **<Enter>**. PF-Keys may differ from workstation to workstation at various Receiving Sites, so check with your local ADP Support Group to determine which of the above-suggested PF-Key methods are correct for your site.

- There is a Navigation line at the bottom of each screen. Here the user is able to enter various commands to navigate throughout the system.

4.1.1.1 PF-Key/Mnemonic Functions

See Appendix D for a complete list of PF-Key functions.

4.1.1.2 Direct Command Navigation

The NATURAL 2.2 Command Processor defines and controls navigation within NPDMS. The Command Processor is set up as a table. The Site Data Base Administrator (DBA), along with the System Administrator, controls and maintains the Command Processor Table. (Refer to Appendix E for command information.) It is used, for example, to define a command 'CHANGE CASE' to provide direct access to the 'Change Case' function. When the user enters this command string on the navigation line of a screen, the NATURAL Command Processor processes the input and executes the action(s) assigned to the command. Some commands require additional data. The 'CHANGE CASE' command requires the Property Case Number (and possibly an Item Identifier in the event the change is for a component system) to fully complete the direct command. If the data is omitted or invalid, the menu that invokes the function is displayed with an appropriate informational message. Here, the transaction menu would display with a message indicating that either the Property Case Number was not entered, or that the case entered was not found.

Once the function is complete, the system takes the user to the menu normally invokes the function. In this example, once the change case function is complete, the transaction menu appears. The user can then use standard menu commands to navigate, or enter another direct command.

NPDMS takes advantage of the following features of the Command Processor:

- Each screen that allows direct commands has a navigation line on it. The user may enter any direct command on that line, and the system can then process that command.

- The Command Processor automatically compares every keyword specified with all other keywords and determines the minimum number of characters in each keyword required to uniquely identify the keyword. This means that when entering commands in NPDMS, users may shorten each keyword to the minimum length required by the Command Processor; so long as it can be distinguished from other keywords. For example, CHANGE could be abbreviated to CHANG, CHAN, CHA, CH, or even C if there were no other commands starting with the letter C.

- NPDMS direct commands use one, two, or three words, followed by optionally one or more data values. The command structure is an action word followed by and object, followed by an additional word. The data follows the command. NOTE: For data values that include the Property Case Number, enter only the last eight characters of the case number. The first six characters are filled by the system with the Installation Federal Activity Address Code of the current system user. The NATURAL Command Processor requires that each part of the command (Action, Object, Additional

Word) and data be separated by a blank space. Action words used in the NPDMS Command Processor include ADD, CHANGE, DELETE, DONATE, and TRANSFER. Objects in the NPDMS design include CASE, LOT, and REPORT. An example of a valid direct command to change a component item case is as follows:

CHANGE CASE 2125C073

which could be uniquely abbreviated to any of the following:

CHAN CA 2125C073,

CH CAS 2125C073,

CHA CASE 2125C073,

CH CA 2125C073,

or any other valid, unique string of characters.

- NPDMS Direct Commands are shown in Appendix E, which shows valid commands, identifies the data that is needed, and describes the processing action.

4.1.1.3 Menu Hierarchy

Access to NPDMS may be done in a hierarchical fashion. The hierarchy consists of various levels of menus. The level that a user may have to go to is function dependent. The following figure shows the hierarchical level of NPDMS menus.

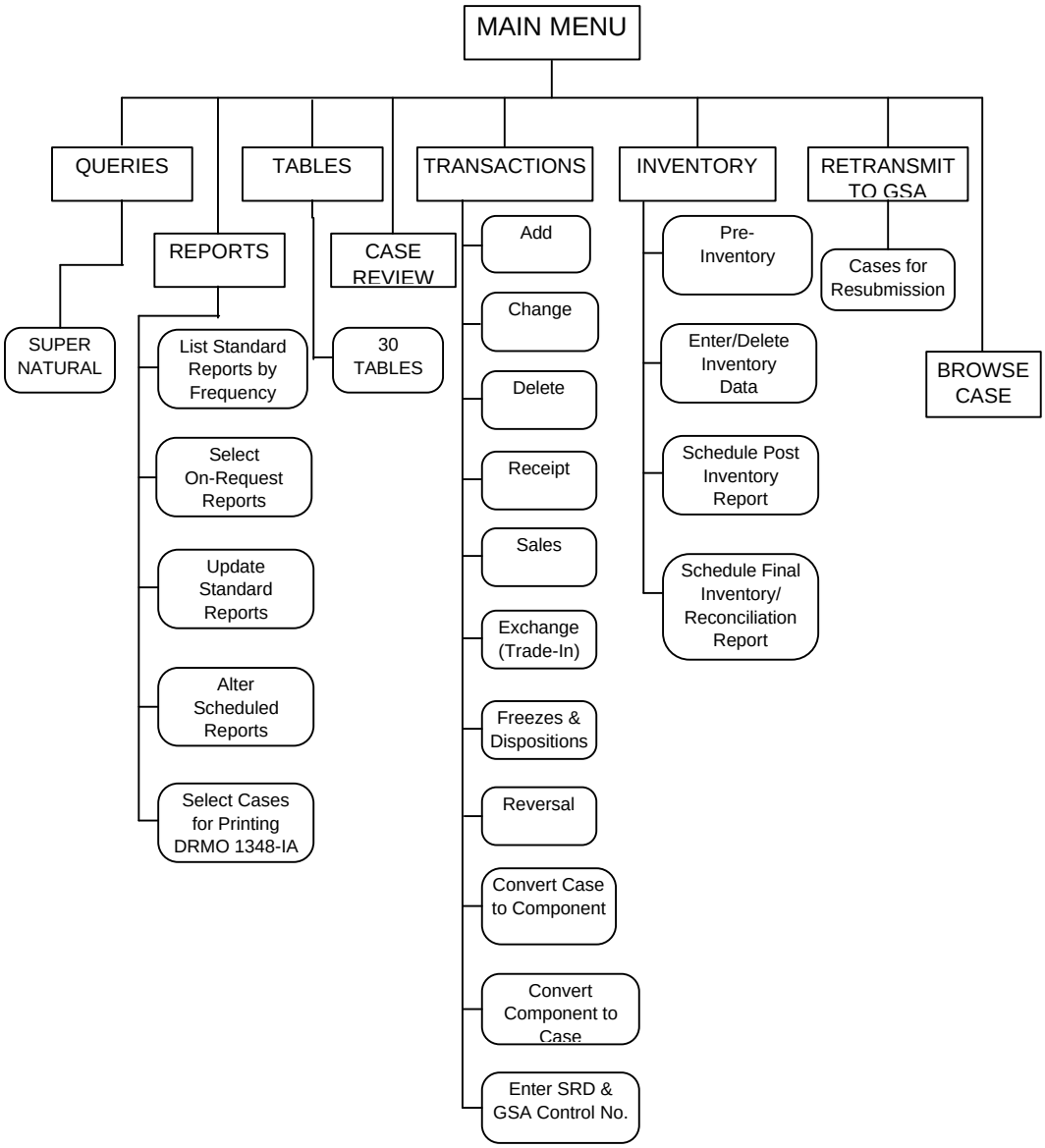


Figure 4.1.1.3-1 Menu Options

4.1.2 Messages

See Appendix C for a complete list of NPDMS error, warning, and information messages. Messages are displayed at the top of a screen or, if they are lengthy, in a pop-up window.

4.2 LOGON TO NPDMS

Upon invoking the application, the NPDMS Welcome screen appears (as shown below). The required action is to press the **<Enter>** key.

```
                 NNNNNN            NNNPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP
                NNNNNNN           NNNPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP
               NNNNNNNN          NNNPPP                                PPPP
              NNNNNNNNN         NNNPPP        RELEASE 2.4            PPPP
             NNNNNNNNNN        NNNPPP                               PPPP
            NNNNNN NNNN       NNNPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP
           NNNNNN  NNNN      NNNPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP
          NNNNNN   NNNN     NNNPPP
         NNNNNN    NNNN    NNNPPP  DDDDDDDDD       MMMMMM  MMMMMM     SSSSSSSS
        NNNNNN     NNNN   NNNPPP  DDDDDDDDDDD    MMMMMMMMMMMMMMMMM  SSSSSSSSSS
       NNNNNN      NNNN  NNNPPP  DDDD    DDDD   MMMM   MMMM   MMMM SSSS     SSS
      NNNNNN       NNNN NNNPPP  DDDD     DDDD  MMMM   MMMM   MMMM SSSS
     NNNNNN        NNNNNNNPPP  DDDD     DDDD  MMMM   MMMM   MMMM  SSSSSSSSSS
    NNNNNN         NNNNNNPPP  DDDD     DDDD  MMMM   MMM    MMMM    SSSSSSSSSS
   NNNNNN          NNNNNPPP  DDDD     DDDD  MMMM   MM     MMMM            SSSS
  NNNNNN           NNNNPPP  DDDD     DDDD  MMMM          MMMM   SSS      SSSS
 NNNNNN            NNNPPP  DDDDDDDDDDD   MMMM          MMMM    SSSSSSSSSSS
NNNNNN             NNPPP  DDDDDDDDDDD    MMMM          MMMM      SSSSSSSS

                   NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM

                           Press 'ENTER' to Continue
```

Input Data

- Press **<Enter>**

This results in the display of the NPDMS Main Menu (NDO000MB).

4.3 NPDMS MAIN MENU

The NPDMS Main Menu displays available functions and allows for the selection of system processing functions. The processing functions include Queries, Reports, Tables, Case Review, Transactions, and Inventory Processing.

Access to the various functions within NPDMS is accomplished by first accessing the MAIN MENU. Here you may enter a selection in the Enter Selection field; for Case Review only, enter Prop Case No and optionally Item Id.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
NDO000MB / NDO000PC                  - MAIN MENU -                      14:39:26
                                        M                               MSXXX


                            1   Queries
                            2   Reports
                            3   Tables
                            4   Case Review
                            5   Transactions
                            6   Inventory
                            7   Retransmit to GSA
                            8   Browse Case
                            .   Exit (End Session)

                            Enter Selection: _

       For Case Review Please Enter - Prop Case No: XXXXXX ________
                                            Item Id: __

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

Selection Options

1. Queries

   Exits out of NPDMS and into SUPER NATURAL for the online capability of retrieving property disposal data.

2. Reports

   Displays the NPDMS Reports Menu to select standard batch reports.

3. Tables

   Displays the Table File Update Menu to select tables to add, change, and delete.

4. Case Review

   This option requires you to enter the Prop Case No and optionally the Item Id of the Case to be reviewed.

5. Transactions

   Displays the NPDMS TRANSACTION MENU that includes the following processing options:

   (1) Add

   (2) Change

(3) Delete

(4) Receipt

(5) Sales

(6) Exchange (Trade-In)

(7) Freezes and Dispositions (Includes Scrap and Survey)

(8) Reversal

(9) Convert Case to Component

(10) Convert Component to Case

(11) Enter SRD and GSA Control

(12) **?** In any field for HELP

(13) **.** Exit Transaction Process

6. Inventory
   Displays the NPDMS Inventory Menu which provides the capability to enter inventory data and process inventory reports.

7. Retransmit to GSA
   Displays the Retransmit to GSA Rejected Case Records screen to enter cases that need to be re-transmitted to GSA. Before re-submitting cases, please make corrections to rejected cases using the Change process.

8. Browse Case
   Displays the NPDMS Browse Case Menu to browse the Case and Case History files by ECN and DCN.

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.

4.3.1 Main Menu Processing

This is the NPDMS Main Menu driver for the system, which identifies all the available online processing options within the NPDMS application. It allows the user to select which subsystem he or she wishes to access.

The UOG process is described based on the hierarchy of functions displayed on the NPDMS Main Menu (NDO000MB).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
NDO000MB / NDO000PC                  - MAIN MENU -                      14:39:26
                                        M                               MSXXX


                            1   Queries
                            2   Reports
                            3   Tables
                            4   Case Review
                            5   Transactions
                            6   Inventory
                            7   Retransmit to GSA
                            8   Browse Case
                            .   Exit (End Session)

                            Enter Selection: _

       For Case Review Please Enter - Prop Case No: XXXXXX ________
                                            Item Id: __

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

INPUT DATA

- Type **1,2,3,4,5,6,7,** or **8** at Enter Selection to access the various subsystems.
- If you select **4,** enter Prop Case No and optionally Item Id.
- Press **<Enter>**

4.4 QUERY MENU

This function provides ad hoc retrieval of NASA Property Case data stored on the NPDMS Case File, NPDMS Transaction File, and NPDMS Table File.

NOTE: Please be sure that your site uses the AIM SUPER NATURAL parameter default values.

4.4.1 Queries Menu Processing

The Queries subsystem provides the NPDMS user direct access to Software AG's SUPER NATURAL for the online capability of retrieving data pertaining to both active and historical property disposal data. The system provides standard queries as well as ad hoc queries. The NPDMS Public Library in SUPER NATURAL contains a list of pre-constructed queries that were developed by the NPDMS Development Team.

NOTE: A list of pre-constructed queries that were developed by the NPDMS Development Team is shown in Appendix G.

- From the MAIN MENU (NDO000MB), type **1** at Enter Selection to access SUPER NATURAL.

- Press **<Enter>**

The SUPER NATURAL welcome screen is displayed:

```
14:48                              Version 3.1                          01-03-01
                            System Maintenance Level 02                      MENU

              SSSSSSSSS    UUU   UUU    PPPPPPPP    EEEEEEEEE   RRRRRRRR
             SSS    SS    UUU   UUU    PPP   PPP   EEE         RRR   RRR
            SSS          UUU   UUU    PPP   PPP   EEE         RRR   RRR
           SSSSSSSSS    UUU   UUU    PPPPPPPP    EEEEEEEE    RRRRRRRR
                SSS    UUU   UUU    PPP         EEE         RRR RRR
         SS    SSS    UUU   UUU    PPP         EEE         RRR  RRR
        SSSSSSSSS    UUUUUUUUU    PPP         EEEEEEEEE   RRR   RRR

        NN    NN    AAAAAA   TTTTTTTTTT  UU    UU    RRRRRRR     AAAAAA     LL
       NNN   NN   AA    AA       TT      UU    UU    RR    RR   AA    AA    LL
      NNNN  NN   AA    AA       TT      UU    UU    RR    RR   AA    AA    LL
     NN NN NN   AAAAAAAA       TT      UU    UU    RRRRRRR    AAAAAAAA    LL
    NN  NNNN   AA    AA       TT      UU    UU    RR  RR     AA    AA    LL
   NN   NNN   AA    AA       TT      UU    UU    RR   RR    AA    AA    LL
  NN    NN   AA    AA       TT      UUUUUUUU    RR    RR   AA    AA    LLLLLLLL

                            A Product of Software AG

 Command ===>
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                   Exit                                                   Canc
```

INPUT DATA

- Press **<Enter>**

At this point you are no longer in the NPDMS application. The SUPER NATURAL Main Menu displays.

```
14:48                    ***** SUPER NATURAL *****                      01-03-01
                                 Main Menu                                SN1000



                TR     Transactions
                PROT   Prototype Programs
                MODEL  Data Models
                __     Application Programs
                _____  User Files

                PROF   User Profile

                MA     SUPER NATURAL Administration
                ____   CON-NECT



 Select Object
 Command ===> TR
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP        EXIT              FLIP                                CANC
```

INPUT DATA

- Command input value = **TR**
- Press **<Enter>**

The SUPER NATURAL Transaction List displays programs in the user's Private Library. This example shows instructions for copying a file from the NPDMS Public Library to his or her Private Library.

```
14:48                    ***** SUPER NATURAL *****                      01-03-01
                             Transaction List                             SN1110
                                                                 More:     *

Cmd   Name      Description
 __   *_______
 __   ABS-BID   (94-02-01  11:01)_________________________________________
 __   ADP       ________________________________________________________
 __   ADPE      ________________________________________________________
 __   ALL-T19   ________________________________________________________
 __   ALL-X     ________________________________________________________
 __   BID       ________________________________________________________
 __   BIDDERS   ________________________________________________________
 __   CA-SRD    ________________________________________________________
 __   CMP-CST   ________________________________________________________
 __   CMPDATA   ________________________________________________________
 __   CONVRTU   ________________________________________________________
 __   COSTS     ________________________________________________________
Add   ________                                        Library: APGLM__ / U

Cmd(s): Modify, Execute, Copy, Delete, Info
Cmds are 1 or 2 characters from list above
Command ===>
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP        EXIT              FLIP                                CANC
```

INPUT DATA

- Tab to Library input value = **Public**
- Tab once input value = **P**
- Press **<Enter>**

The system displays the Public Library Transaction List, where the user can copy transaction programs to his or her Private Library.

```
14:48                  ***** SUPER NATURAL *****                      01-03-01
                           Transaction List                            SN1110
                                                                 More:    *

Cmd   Name      Description
 __   *_______
 __   CASECNT   ____________________________________________________________
 __   CASHCNT   ____________________________________________________________
 __   TXN-CNT   ____________________________________________________________
 __   TXH-CNT   ____________________________________________________________
 __   TB-001    ____________________________________________________________
 __   TB-005    ____________________________________________________________
 __   TB-010    ____________________________________________________________
 __   TB-020    ____________________________________________________________
 __   TB-025    ____________________________________________________________
 __   TB-030    ____________________________________________________________
 __   TB-035    ____________________________________________________________
 __   TB-040    ____________________________________________________________
Add   ________                                        Library PUBLIC_ / P

Cmd(s): Modify, Execute, Copy, Delete, Info
Cmds are 1 or 2 characters from list above
Command ===> COPY DOD
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP        EXIT              FLIP                                CANC
```

INPUT DATA

- Command input value = **Copy** and ‘filename’
- Press **<Enter>**

SUPER NATURAL system displays the Copy pop-up window.

```
14:48                    ***** SUPER NATURAL *****                        01-03-01
DOD                          Transaction List                              SN1110
                                                                  More:     *
                                                          Copy
Cmd   Name      Description
 __   TB-050__                                   Source object . . . TB-050
 __   TB-050    ________________________________
 __   NEMDLY    ________________________________Target Object . . . TB-050
 __             ________________________________Common library  . . ______
 __             ________________________________                  (leave blank for
 __             ________________________________                   private
library)
 __             ________________________________
 __             ________________________________
 __             ________________________________
 __             ____________________________________________________________
 __             ____________________________________________________________
 __             ____________________________________________________________
 __             ____________________________________________________________
Add   ________                                          Library: PUBLIC_/ P

Cmd(s): Modify, Execute, Copy, Delete, Info
Cmds are 1 or 2 characters from list above
Command ===> COPY DOD
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP        EXIT              FLIP                                CANC
```

INPUT DATA

- Target Object input value = ’filename’
- Press **<Enter>**

The SUPER NATURAL system redisplays the Transaction List screen.

To exit SUPER NATURAL:

```
14:48                    ***** SUPER NATURAL *****                        01-03-01
                             Transaction List                              SN1110
                                                                   More:     *

Cmd   Name      Description
 __   *_______
 __   ABS-BID   (94-02-01  11:01)_________________________________________
 __   ADP       ________________________________________________________
 __   ADPE      ________________________________________________________
 __   ALL-T19   ________________________________________________________
 __   ALL-X     ________________________________________________________
 __   BID       ________________________________________________________
 __   BIDDERS   ________________________________________________________
 __   CA-SRD    ________________________________________________________
 __   CMP-CST   ________________________________________________________
 __   CMPDATA   ________________________________________________________
 __   CONVRTU   ________________________________________________________
 __   COSTS     ________________________________________________________
Add   ________                                          Library: APGLM__ / U
Cmd(s): Modify, Execute, Copy, Delete, Info
Cmds are 1 or 2 characters from list above
Command ===>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP        EXIT              FLIP                                CANC
```

INPUT DATA

- Press **<PF3>**.

SUPER NATURAL displays the confirmation pop-up.

To exit out of SUPER NATURAL:

```
14:48                  ***** SUPER NATURAL *****                      01-03-01
                                Main Menu                               SN1000



                TR     Transactions
                PROT          Confirm Leaving SUPER NATURAL
                MODEL
                __
                _____

                PROF          You are leaving SUPER NATURAL

                MA            Enter y to confirm: Y
                ____



 Select Object
 Command ===> TR
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP        EXIT              FLIP                                CANC
```

INPUT DATA

- Enter Y to confirm input value = **Y**
- Press **<Enter>**

The user may now return to NPDMS using site-specific instructions.

4.5 REPORTS MENU

The Reports Menu allows access to the NPDMS Reports Selection Subsystem. This Subsystem provides the capability to select a number of standard batch-produced reports for managing the property disposal function.

Several reports require a thorough understanding of their functions to gain accurate results. These reports include the following:

- Property Held by Property Disposal Officer Report

  If this report is run at any other time than the scheduled monthly run, the Monthly 1800 Report Balance Table 130 must be manually changed to correct the “ending balance” amount. Contact your local ADP Support Group to correct the ending balance on the table.

- 623 Monthly Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property

  If this report is run at any other time than the scheduled monthly run, the Monthly 623 Report Balance Table 120 must be manually changed to correct

the “ending balance” amount. Contact your local ADP Support Group to correct the ending balance on the table.

- 623 Annual Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property

  If this report is run at any other time than the scheduled annual run, the Annual 623 Report Balance Table 125 must be manually changed to correct the “ending balance” amount. Contact your local ADP Support Group to correct the ending balance on the table.

- NPDMS Daily Transaction Report

  This report is a daily listing of all transactions resulting form new, modified, and/or deleted NPDMS data. The following is a brief description of transactions that will appear on the Daily Transaction Report:

  – A02 transaction is issued during the Receipt process when any field effecting the cost is changed.

  – E01 transaction is issued during the Add process.

  – E02 transaction is issued during the Change process.

  – E03 transaction is issued during the Delete process.

  – T02 transaction is issued during the Receipt process.

  – T03 – T16.T18 – T20 are issued during Disposition processes.

  – X90, I90, X60, X65, X15, X00 transactions are issued for NEMS Equipment during the NPDMS add, change, delete, reversal, or final disposition processes.

- GSA Electronic Transmission

  Property is reported to GSA by electronic transmission if it meets the following criteria:

    – Controlled and Non-Controlled property are designated as either reportable or non-reportable, which is based on FSC Code, Condition Code, and Value. Once the property reaches the Other Federal Agency Screening Begin Date and the Freeze Referral/Suspend Reporting Indicator is not equal to ‘S’ (suspend reporting to GSA), information is sent to GSA via a data set through the batch processing mode.

- The GSA data set is generated on a weekly basis and is sent via Network Data Mover (NDM) to NASA Headquarters on Wednesday evenings. NASA personal property and materials inventory meeting the selection criteria is extracted from the Case File once it reaches the Other Federal Agency Screening Begin Date. When NASA personal property, other than reportable ADPE, reaches the Other Federal Agency Screening Begin Date, during the next execution of the data set generation process, eligible NASA personal property is extracted from the Case File, the current date is moved to GSA Report Date, the GSA Report Indicator is set to blanks, and if the GSA Report Date is blank, the Surplus Release Date (SRD) is set to equal the Other Federal Agency Screening Begin Date.

- SF-120 Report of Excess Personal Property

  - Installation Idle Reportable ADPE Property is automated data processing equipment with an Adjusted Acquisition Cost Amount of Property of one million dollars or more and is less than nine years old.

  - The SF-120, Report of Excess Personal Property is generated on a daily basis. When ADPE personal property meeting the selection criteria is entered into NPDMS, the Report ADPE Indicator on the case record is set to ‘Y’. Upon execution of the SF-120 generation process, all ADPE property with the Report ADPE Indicator set to ‘y’ is extracted from the Case File. No suspended data is reported; however, freeze referral data is reported for all corresponding freeze records from the Transaction File with Transaction Type of ‘F’, Thaw Date = ‘0’, and Freeze Referral Suspend Reporting Indicator = ‘R’. The GSA Report Date is set to the current date, and if the Surplus Release Date is not filled, it is set to equal the Other Federal Agency Screening End Date of Property; then, the case record is updated. An ‘E04’ transaction record is generated to capture all data values reported to GSA. One SF-120 form is generated for each case record found.

NOTE: The same hardcopy SF-120 form is used for Installation Idle Reportable ADPE Property withdrawals and corrections.

- Performance Measures Report

  This report contains statistical information of Idle NASA Property undergoing screening, starting from the time the item was reported to the PDO until final disposition. This, along with user-provided data via the pop-up window (ND2200MC) and the Performance Measures Standards Table, allows the PDO to determine the redistribution rate of Idle NASA Property within NASA and the redistribution rate of property outside NASA. Each section contains the total count of line items obtained from the following sources: NEMS Screening Log (enter on ND2200MC); count of case records in the NPDMS

Case File; Case History File; NPDMS Transaction File; NPDMS Transaction History File; number of items accepted by NASA activities from NEMS screening (enter on ND2200MC); number of reportable items accepted by NASA activities; number of items accepted by activities outside of NASA from NEMS screening (enter on ND2200MC); and number of reportable items accepted by activities outside of NASA.

- Abstract of Bids

  When scheduling the Abstract of Bids report, it is recommended that the Update Standard Reports option be used rather than the Select On—Request option. The Select On-Request only provides data for the day (Report Effective Date) that it is scheduled, which may not be the same date as the day the sealed bids were awarded (Sealed Bid Sale Date). The Update Standard Reports allows the user to enter the Report Effective Date, which agrees with the Sealed Bid Sale Date.

4.5.1 Report Processing

This function allows the user the capability to select a number of standard batch reports for managing the property disposal function.

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

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

- From the MAIN MENU (NDO000MB), type **2** at Enter Selection to access the Reports, or type a valid direct command.

- Press **<Enter>**

The REPORTS MENU screen (ND2000MA) is displayed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2000MA / ND2000PA                   REPORTS MENU                     15:11:12
                                       REP                             MSXXX


            1   List Standard Reports by Frequency

            2   Select On-Request Reports

            3   Update Standard Reports (Add, Change, Delete)

            4   Alter Scheduled Reports (Postpone, Cancel, On Schedule)

            5   Select Cases for Printing DRMO 1348

                     Enter Selection: _


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

INPUT DATA

- Enter Selection input values = **1, 2, 3, 4,** or **5**
- Press **<Enter>**, NPDMS then displays the requested Report screen.

4.5.1.1 List Standard Reports By Frequency

Type **1** at Enter Selection to access the List Standard Reports By Frequency.

The Reports By Frequency Screen (ND2100MA) is displayed.

The Reports By Frequency screen allows the user to view those reports already scheduled for batch processing. If the user wishes to modify any or all of the displayed reports, the user must select option 2, 3, or 4 from the reports selection menu.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2100MA / ND2100PA               REPORTS BY FREQUENCY                 13:42:29
                                       L RP                            MSXXX


Report Name: AWAITING PICKUP REPORT
Report Number: 001
    Frequency: ON-REQUEST                Effective Date: 11131997
 Distribution: XXXXXXXXXXX                    Mail Stop: XXXX
 No of Copies: 1                          Special Forms:
 Output Class: D                                Binding: U

Report Name: SALES LISTING
Report Number: 003
    Frequency: ON-REQUEST                Effective Date: 03271997
 Distribution: XXXXXXXXXXX                    Mail Stop: XXXX
 No of Copies: 1                          Special Forms:
 Output Class: D                                Binding: U

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

INPUT DATA

- None
- This screen displays the following data for two reports at a time:

  Report Name

  Report Number

  Frequency

  Effective Date

  Distribution

  Mail Stop

  No of Copies

  Special Forms (site specific)

  Output Class (site specific)

  Binding

- Press **<Enter>** to view more reports.

When there are no more reports to display, NPDMS displays the message '*List Reports By Frequency Ended Normally*' and the Reports Menu is re-displayed (ND2000MA).

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.

4.5.1.2 Select On-Request Reports

Type **2** at Enter Selection to access the Select On-Request Reports.

The On-Request Reports screen (ND2200MA) is displayed.

The On-Request screen allows the user to request specific reports to be run on user-requested dates. Most reports requested are produced during nightly batch processing, and are not immediately available upon selection.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2200MA / ND2200PA                ON-REQUEST REPORTS                  15:21:46
                                       SE RP                           MSXXX

                   Enter Report Number: ___

        001  AWAITING PICKUP REPORT
        002  PENDING GSA ACKNOWLEDGEMENT
        003  SALES LISTING
        004  ITEMS REPORTED TO GSA OVER 180 DAYS
        005  FOREIGN SCREENING REPORT
        006  FREEZE STATUS REPORT
        007  NEMS TRANSACTION INTERFACE REPORT
        008  PROPERTY HELD BY PROPERTY DISPOSAL OFFICER
        009  623 MONTHLY REPORT OF UTILIZATION/DISPOSAL OF IDLE NASA PROPERTY
        010  623 ANNUAL REPORT OF UTILIZATION/DISPOSAL OF IDLE NASA PROPERTY
        011  FOREIGN DISPOSAL APPROVAL FORM
        012  NASA FORM 811 - CLASSIFICATION OF PROPERTY AS SCRAP OR SALVAGE

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2200MA / ND2200PA                ON-REQUEST REPORTS                  15:24:27
                                       SE RP                           MSXXX

                  Enter Report Number: ___

        013  NASA FORM 812 - AUTHORIZATION TO ABANDON/DESTROY SURPLUS PROPERTY
        014  IDLE PROPERTY SCREENING LIST
        015  CASES ELIGIBLE FOR TRANSFER TO DRMO LISTING
        016  DAILY TRANSACTION REPORT
        017  ANNUAL REPORT OF EXCHANGE/SALE TRANSACTIONS
        018  SALES PREP REPORT
        019  ABSTRACT OF BIDS
        020  BIDDER'S NOTIFICATION OF AWARD
        023  PERFORMANCE MEASURES REPORT
        024  NSMS ACCEPTED ITEMS REPORT
        025  NSMS REJECTED ITEMS REPORT
        026  NSMS MATCHED/OVERAGE/UNDERAGE REPORT

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2200MA / ND2200PA                ON-REQUEST REPORTS                  15:25:20
                                       SE RP                           MSXXX

                  Enter Report Number: ___

        027  SALES SLIP, SALE OF GOVERNMENT PERSONAL PROPERTY
        110  GSA MAGNETIC TAPE GENERATION
        120  SF-120 REPORT OF EXCESS PERSONAL PROPERTY GENERATION
        130  SF-120 WITHDRAWAL/CORRECTION GENERATION
        140  DD-1348-1A DRMO ISSUE RELEASE/RECEIPT DOCUMENT GENERATION
        150  NASA 1638 NPDMS IDLE PERSONAL PROPERTY PICKUP AUTHORIZATION
        160  ANNUAL REPORT OF PERSONAL PROPERTY PROVIDED TO NON-FEDERAL ORG
        170  EQUIPMENT AVAILABLE UNDER THE STEVENSON-WYDLER ACT FOR REGION
        180  STATUS REPORT FOR CASES UNDERGOING OTHER FEDERAL AGENCY SCREENING
        190  STATUS REPORT FOR CASES UNDERGOING SURPLUS PROPERTY DONATION SCRE
        200  EQUIPMENT AVAILABLE FOR FEDERAL AGENCIES - BY REGION
        210  IFM INTERFACE FILE



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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2200MA / ND2200PA                ON-REQUEST REPORTS                  15:26:21
                                       SE RP                           MSXXX

                   Enter Report Number: ___

        220  ARCHIVE HISTORY FILES









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

INPUT DATA

- Report Number
- Press **<Enter>**

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.

The following reports appear on the ON-REQUEST REPORTS (ND2200MA) screen:

REPORT NUMBER	REPORT JOB NAME	FREQUENCY
001	Awaiting Pickup	User-specified
002	Pending GSA Acknowledgment	User-specified
003	Sales Listing Report	User-specified
004	Items Reported to GSA over 180 Days	User-specified
005	Foreign Screening Report	User-specified

REPORT NUMBER	REPORT JOB NAME	FREQUENCY
006	Freeze Status Report	User-specified
007	NEMS Transaction Interface Report	Daily
008	Property Held by Property Disposal Officer Report	Monthly (Optional)
009	623 Monthly Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property	Monthly
010	623 Annual Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property	Annual
011	Foreign Disposal Approval Form	User-specified
012	NASA Form 811 – Determination for Classification of Property as Scrap or Salvage	Daily
013	NASA Form 812 – Determination for Authorization to Abandon or Destroy Surplus Property	Daily
014	Idle Property Screening List	Bi-weekly
015	Cases Eligible for Transfer to DRMO	User-specified
016	Daily Transaction Report	Daily
017	Annual Report of Exchange/Sale Transactions	Annual
018	Sales Prep Report	User-specified
019	Abstract of Bids	User-specified
020	Bidder's Notification of Award	User-specified
021	Final Inventory/Reconciliation Report	User-specified
022	Post Inventory Report	User-specified
023	Performance Measures	Semi-annual
024	NSMS Accepted Items Report	Daily
025	NSMS Rejected Items Report	Daily
026	NSMS Matched/Overage/Underage Report	Daily
027	Sales Slip, Sale of Government Personal Property	User-specified
110	Report to GSA Data Set	Daily
120	SF-120 Report of Excess Personal Property	Daily
130	SF-120 Withdrawal/Correction Report of Excess	Daily
140	DD-1348-1A DRMO Issue Release/Receipt Document	User-specified
150	NASA 1638, NPDMS Idle Personal Property	Daily
160	Annual Report of Personal Property Provided to Non-Federal Organization	User-specified
170	Catalog for Stevenson-Wydler Screeners	User-specified
180	Status Report for Cases Undergoing Federal Screening Status Report for Cases Undergoing NASA-Wide Screening	User-specified
190	Status Report for Cases Undergoing Donation Screening	User-specified
200	Equipment Available for Federal Agencies	User-specified
210	IFM Interface File	User-specified
220	Archive History Files	User-specified

REPORT NUMBER	REPORT JOB NAME	FREQUENCY
900-999	Site-Unique Reports	User-specified

The On-Request Reports – Distribution screen (ND2200MB) for the entered Report Name and Number is then displayed.

The On-Request Reports – Distribution screen allows the user to change any of the displayed information, with the exception of the Report Number and the Report Name.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2200MB / ND2200PA         ON-REQUEST REPORTS - DISTRIBUTION          13:46:21
                                    SE RP                              MSXXX

Report Name: 623 MONTHLY REPORT OF UTILIZATION/DISPOSAL OF IDLE NASA PROPERTY
Report Number: 009

Distribution  : xxxxxxxxxxx*********
Mail Stop     : xxxx***
No of Copies  : 1*
Special Forms : ____
Output Class  : D
Printer Dest  : XXXXXXXX
Binding Instructions: U (U,S,V)

Begin Date    : __  __  ____
Ending Date   : __  __  ____
Number of Days: ___
More Inputs   : NO

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

INPUT DATA

- Distribution
- Mail Stop
- No of Copies
- Special Forms — input value = (site specific)
- Output Class — input value = (site specific)
- Printer Dest
- Begin Date — input format = **MM/DD/YYYY**
- Ending Date — input format = **MM/DD/YYYY**

- Number of Days
- More Inputs system display = NO or YES
- Press **<Enter>**

The NPDMS system then displays the message '*NNN Successfully Scheduled*' where 'NNN' is the selected report number, and the Reports Menu is re-displayed.

NOTE: Valid addresses for local printing are stored in the Printer Destination Table 145. A default printer address that is stored in the Center Profile Table is assigned to each user. A user may change his or her default printer address by entering a printer address in the Destination field on the (ND2200MB and ND2300MB screen(s)). Once a user changes the printer address in the User Access Table, the printer address remains for subsequent runs until it is changed again.

If the Performance Measures Report is selected, the system displays the pop-up window (ND2200MC), which allows input of additional data needed to produce the report.

```
ND2200MB / ND2200    ND2200MC       Additional Data For The
                                  Performance Measures Report

Report Name: PERF    NEMS Screening Count      (Section 1 & 2, Line A): _____
Report Number: 02    NEMS Accepted Internal Count  (Section 1, Line C): _____
                     NEMS Accepted External Count  (Section 2, Line C): _____
Distribution  : P
Mail Stop     : C                    Enter 'C' to Cancel: _
No of Copies  : 1
Special Forms : ____
Output Class  : D
Printer Dest  : XXXXXXXX
Binding Instructions: U (U,S,V)

Begin Date    : 03  01  2001
Ending Date   : 03  01  2001
Number of Days: ___
More Inputs   : NO

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

INPUT DATA

- NEMS Screening Count
- NEMS Accepted Internal Count
- NEMS Accepted External Count

- Cancel input value = **C**
- Press **<Enter>**

If a NEMS Interface Report is selected, the ON-REQUEST REPORTS DISTRIBUTION ND2200MB is displayed with the Installation Number field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2200MB / ND2200PA         ON-REQUEST REPORTS - DISTRIBUTION          13:51:41
                                     SE RP                             MSXXX

Report Name: NEMS TRANSACTION INTERFACE REPORT
Report Number: 007                        INSTALLATION NUMBER  08 08

Distribution  : XXXXXXXXXXXXXXXXXXXX
Mail Stop     : XXXXXXX
No of Copies  : 1*
Special Forms : ____
Output Class  : D
Printer Dest  : XXXXXXXX
Binding Instructions: U (U,S,V)

Begin Date    : __  __  ____
Ending Date   : __  __  ____
Number of Days: ___
More Inputs   : NO

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

INPUT DATA

- Installation Number
- Distribution
- Mail Stop
- No of Copies
- Special Forms input value = (site specific)
- Output Class input value = (site specific)
- Printer Dest
- Binding Instructions input value = **U, S,** or **V**
- Begin Date input format = **MM/DD/YYYY**
- Ending Date input format = **MM/DD/YYYY**

- Number of Days system display = NO or YES
- Press **<Enter>**

If a Center Unique Report is selected, the ON-REQUEST REPORTS DISTRIBUTION ND2200 is displayed with the Report Number.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2200MB / ND2200PA         ON-REQUEST REPORTS - DISTRIBUTION          13:59:04
                                     SE RP                             MSXXX

Report Name: CENTER UNIQUE REPORT
Report Number: 911

Distribution  : XXXXXXXXXXXXXXXXXXXX
Mail Stop     : XXXXXXXX
No of Copies  : 1*
Special Forms : ____
Output Class  : D
Printer Dest  : XXXXXXXX
Binding Instructions: U (U,S,V)

Begin Date    : __  __  ____
Ending Date   : __  __  ____
Number of Days: ___
More Inputs   : NO

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

INPUT DATA

- Distribution
- Mail Stop
- Special Forms input value = (site specific)
- Output Class input value = (site specific)
- Printer Dest
- Binding Instructions input value = **U, S,** or **V**
- Begin Date input format = **MM/DD/YYYY**
- Ending Date input format = **MM/DD/YYYY**
- Number of Days
- More Inputs system display = NO or YES
- Press **<Enter>**

If a Center Unique Report is selected and additional data is needed to produce the report, press **PF22**. The system displays a pop-up window (ND2200ME) which allows the input of additional data. If additional inputs are mandatory, the pop-up window (ND2200ME) displays automatically. Shown below are sample data for this pop-up window. Data on pop-up window (ND2200ME) should be developed by local ADP Support personnel.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2200MB / ND2200PA         ON-REQUEST REPORTS - DISTRIBUTION          10:28:30
                                     SE RP                             MSXXX

Report Name: CENTER UNIQUE REPORT
Report Number: 911

Distribution  : XXXXXXXXXXXXXXXXXXXX
                              ADDITIONAL CRITERIA

  ND2200ME          Additional Criteria For Report NDR911PA         01-03-01

         CAS E NUMBER _____________________________




                 Type in additional data and press 'Enter' or
                           type a 'C' to Cancel: _

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

SAMPLE INPUT DATA

- Case Number
- Press **<Enter>** or **C** to Cancel to return to the previous screen, On-Request Reports—Distribution (ND2200MB)

4.5.1.3 Update Standard Reports

Type **3** at Enter Selection to access the Update Standard Reports.

The Update Regularly Scheduled Reports screen (ND2300MA) is displayed.

The Update Regularly Scheduled Reports screen allows the user to schedule a new report to run at user-requested frequency, reschedule the run of an existing report, or delete the run of a currently scheduled report.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2300MA  /  ND2300PA          REGULARLY SCHEDULED REPORTS             15:41:21
                                       P RP                            MSXXX




                 A = Add    (Schedule a New Report)
                 C = Change (Reschedule an Existing Report)
                 D = Delete (Delete a Currently Scheduled Report)

                 Enter Selection: *

                 Enter Report Number: ***



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

INPUT DATA

- Selection input values = **A, C,** or **D**
- Report Number
- Press **<Enter>**

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.

The following is a list of reports that may be selected for processing:

REPORT NUMBER	REPORT JOB NAME	FREQUENCY
001	Awaiting Pickup	User-specified
002	Pending GSA Acknowledgment	User-specified
003	Sales Listing Report	User-specified
004	Items Reported to GSA over 180 Days	User-specified

REPORT NUMBER	REPORT JOB NAME	FREQUENCY
005	Foreign Screening Report	User-specified
006	Freeze Status Report	User-specified
007	NEMS Transaction Interface Report	Daily
008	Property Held by Property Disposal Officer Report	Monthly (Optional)
009	623 Monthly Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property	Monthly
010	623 Annual Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property	Annual
011	Foreign Disposal Approval Form	User-specified
012	NASA Form 811 – Determination for Classification of Property as Scrap or Salvage	Daily
013	NASA Form 812 – Determination for Authorization to Abandon or Destroy Surplus Property	Daily
014	Idle Property Screening List	Bi-weekly
015	Cases Eligible for Transfer to DRMO	User-specified
016	Daily Transaction Report	Daily
017	Annual Report of Exchange/Sale Transactions	Annual
018	Sales Prep Report	User-specified
019	Abstract of Bids	User-specified
020	Bidder's Notification of Award	User-specified
021	Final Inventory/Reconciliation Report	User-specified
022	Post Inventory Report	User-specified
023	Performance Measures	Semi-annual
024	NSMS Accepted Items Report	Daily
025	NSMS Rejected Items Report	Daily
026	NSMS Matched/Overage/Underage Report	Daily
027	Sales Slip, Sale of Government Personal Property	User-specified
110	Report to GSA Data Set	Daily
120	SF-120 Report of Excess Personal Property	Daily
130	SF-120 Withdrawal/Correction Report of Excess	Daily
140	DD-1348-1A DRMO Issue Release/Receipt Document	User-specified
150	NASA 1638, NPDMS Idle Personal Property	Daily
160	Annual Report of Personal Property Provided to Non-Federal Organization	User-specified
170	Catalog for Stevenson-Wydler Screeners	User-specified
180	Status Report for Cases Undergoing Federal Screening Status Report for Cases Undergoing NASA-Wide Screening	User-specified
190	Status Report for Cases Undergoing Donation Screening	User-specified
200	Equipment Available for Federal Agencies	User-specified
210	IFM Interface File	User-specified

REPORT NUMBER	REPORT JOB NAME	FREQUENCY
220	Archive History File	User-specified
900-999	Site-Unique Reports	User-specified

The Regularly Scheduled Reports – Distribution screen (ND2300MB) with a specific Report Name and Number is displayed.

This screen allows the user to change any of the displayed Center's report parameter default data, except for the Report Number and Report Name, which remain fixed. The reports requested are produced during nightly batch processing and are not immediately available.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND2300MB / ND2300PA   REGULARLY SCHEDULED REPORTS - DISTRIBUTION      15:45:08
                                        P RP                           MSXXX
Report Name: AWAITING PICKUP REPORT
Report Number:  001

Effective Date: 03  01  2001                Frequency: _
Distribution  : ____________________     0 - On Request
Mail Stop     : XXXX___                  1 - Daily        (1 Day)
No of Copies  : 1_                       2 - Weekly       (7 Days)
Special Forms : ____                     3 - Biweekly     (14 Days)
Output Class  : D                        4 - Monthly      (1 Month Anniversary)
Printer Dest  : XXXXXXXX                 5 - Quarterly    (3 Month Anniversary)
Binding Instructions: U (U,S,V)          6 - Semiannually (6 month Anniversary)
                                         7 - Annually     (1 Year Anniversary)
Begin Date    : __  __  ____
Ending Date   : __  __  ____
Number of Days: ___
More Inputs   : NO

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

INPUT DATA

- Effective Date — input format = **MM/DD/YYYY**
- Frequency — input values = **0, 1, 2, 3, 4, 5, 6,** or **7**
- Distribution
- Mail Stop
- No of Copies
- Special Forms — input value = (site specific)
- Output Class — input value = (site specific)

- Printer Dest
- Binding Instructions (If Xerox) input values = **U, S, or V**
- Begin Date input format = **MM/DD/YYYY**
- Ending Date input format = **MM/DD/YYYY**
- Number of Days
- More Inputs system display = NO or YES
- Press **<Enter>**

The NPDMS system then displays the message '*Update Standard Reports Ended Normally*', and the Reports Menu is re-displayed.

NOTE: Valid addresses for local printing are stored in the Printer Destination Table 145. A default printer address that is stored in the Center Profile Table is assigned to each user. A user may change their default printer address by entering a printer address in the Destination field on the (ND2200MB and ND2300MB screen (s)). Once a user changes the printer address in the User Access Table, the printer address remains for subsequent runs until it is changed again.

If the Performance Measures Report is selected, the system displays the pop-up window (ND2300MC), which allows input of additional data needed to produce the report.

```
                                                          EM       03/01/01
   ND2200MC       Additional Data For The                 ION      08:21:47
                Performance Measures Report                        MSXXX

   NEMS Screening Count      (Section 1 & 2, Line A): _____
   NEMS Accepted Internal Count  (Section 1, Line C): _____
   NEMS Accepted External Count  (Section 2, Line C): _____

                   Enter 'C' to Cancel: _                 ay)
                                                          ays)
Special Forms : ____                     3 - Biweekly     (14 Days)
Output Class  : D                        4 - Monthly      (1 Month Anniversary)
Printer Dest  : XXXXXXXX                 5 - Quarterly    (3 Month Anniversary)
Binding Instructions: U (U,S,V)          6 - Semiannually (6 month Anniversary)
                                         7 - Annually     (1 Year Anniversary)
Begin Date    : 03  01  2001
Ending Date   : 03  01  2001
Number of Days: ___
More Inputs   : NO

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

INPUT DATA

- NEMS Screening Count
- NEMS Accepted Internal Count
- NEMS Accepted External Count
- Cancel input value = **C**
- Press **<Enter>**

If a NEMS Interface Report is selected, the REGULARLY SCHEDULED REPORTS DISTRIBUTION ND2300MB is displayed with the installation Number field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND2300MB / ND2300PA   REGULARLY SCHEDULED REPORTS - DISTRIBUTION      08:46:08
                                     P RP                              MSXXX
Report Name: NEMS INTERFACE REPORT
Report Number:  001

Effective Date: 03  01  2001                Frequency: _
Distribution  : ____________________      0 - On Request
Mail Stop     : XXXX___                    1 - Daily        (1 Day)
No of Copies  : 1_                         2 - Weekly       (7 Days)
Special Forms : ____                       3 - Biweekly     (14 Days)
Output Class  : D                          4 - Monthly      (1 Month Anniversary)
Printer Dest  : XXXXXXXX                   5 - Quarterly    (3 Month Anniversary)
Binding Instructions: U (U,S,V)            6 - Semiannually (6 month Anniversary)
                                           7 - Annually     (1 Year Anniversary)
Begin Date    : __  __  ____
Ending Date   : __  __  ____
Number of Days: ___
More Inputs   : NO

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

INPUT DATA

- Effective Date input format = **MM/DD/YYYY**
- Frequency input values = **0, 1 ,2, 3, 4, 5, 6,** or **7**
- Distribution
- Mail Stop
- No of Copies
- Special Forms (site specific)

- Output Class (site specific)
- Printer Dest
- Begin Date — input format = **MM/DD/YYYY**
- Binding Instructions (If Xerox) — input values = **U, S,** or **V**
- Ending Date — input format = **MM/DD/YYYY**
- Number of Days
- More Inputs
- Press **<Enter>**

If a Center Unique Report is selected, the ON-REQUEST REPORTS DISTRIBUTION ND2200MB is displayed with the Report Number.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND2300MB / ND2300PA   REGULARLY SCHEDULED REPORTS - DISTRIBUTION      08:46:08
                                    P RP                               MSXXX
Report Name: CENTER UNIQUE REPORT
Report Number:  001

Effective Date: 03  01  2001                Frequency: _
Distribution  : ____________________     0 - On Request
Mail Stop     : XXXX___                  1 - Daily        (1 Day)
No of Copies  : 1_                       2 - Weekly       (7 Days)
Special Forms : ____                     3 - Biweekly     (14 Days)
Output Class  : D                        4 - Monthly      (1 Month Anniversary)
Printer Dest  : XXXXXXXX                 5 - Quarterly    (3 Month Anniversary)
Binding Instructions: U (U,S,V)          6 - Semiannually (6 month Anniversary)
                                         7 - Annually     (1 Year Anniversary)
Begin Date    : __  __  ____
Ending Date   : __  __  ____
Number of Days: ___
More Inputs   : NO

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

INPUT DATA

- Effective Date — input format = **MM/DD/YYYY**
- Frequency — input values = **0, 1, 2, 3, 4, 5, 6,** or **7**
- Distribution
- Mail Stop
- No of Copies

- Special Forms (site specific)
- Output Class (site specific)
- Printer Dest
- Begin Date
- Binding Instructions (If Xerox) input values = **U, S,** or **V**
- Ending Date input format = NO or YES
- Press **<Enter>** or **PF22**

If a Center Unique Report is selected and additional data is needed to produce the report, press **PF22**. The system displays the pop-up window (ND2200ME), which allows input of additional data. If additional inputs are mandatory, the pop-up window (ND2200ME) displays automatically. Shown below are sample data for this pop-up window. Data on the pop-up window (ND2200ME) should be developed by local ADP Support personnel.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2200MB / ND2200PA   REGULARLY SCHEDULED REPORTS - DISTRIBUTION       09:08:09
                                        SE RP                          MSXXX

Report Name: CENTER UNIQUE REPORT
Report Number: 911

Distribution  : XXXXXXXXXXXXXXXXXXXX
                             ADDITIONAL CRITERIA

  ND2200ME          Additional Criteria For Report NDR911PA         01-03-01

         CAS E NUMBER ________________________________

                 Type in additional data and press 'Enter' or
                           type a 'C' to Cancel: _

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

INPUT DATA

- Case Number
- Press **<Enter>** or **C** to Cancel to return to the previous screen, Regularly Scheduled Reports – Distribution (ND2300MB)

4.5.1.4 Alter Scheduled Reports

Type **4** at Enter Selection to access the Alter Scheduled Reports.

The Alter Scheduled Reports screen (ND2400MA) is displayed.

This screen allows the user to postpone, cancel, or reverse (place back on schedule a previous postponement or cancellation) the scheduled production of reports. The reports requested are produced during nightly batch processing and are not immediately available.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND2400MA / ND2400PA             ALTER SCHEDULED REPORTS                13:26:30
                                       REP SCH                          MSXXX

 Seq   Rpt   Eff Date  Status  Copies  Distribution          Frequency

 1     001   03012001          1     XXXXXXXXXXX           ON-REQUEST
 2     023   03012001          1     XXXXXXXXXXX           ON-REQUEST









Enter Sequence Number: __
Enter New Status (P=Postpone, C=Cancel, ' '=On Schedule): _             More: N

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

INPUT DATA

Sequence Number

- New Status — input values = **P, C,** or **blank**
- More — input value = **Y**
- Press **<Enter>**

NOTE: The input value of ‘P’ in the Enter New Status field is a permanent postponement of printing a selected report, whereas a value of ‘C’ is a temporary one-time cancellation of printing a selected report. If the user enters ‘P’ (Postpone), the Enter New Status field must be reset to ‘blank; to continue printing cyclically; if the user enters ‘C’ (Cancel), the report continues printing cyclically with exception to that one time-frame that a ‘C’ is entered. However, if

the report is scheduled to run on a daily basis, it may not be canceled; it may be postponed through this process or deleted through the Update Standards Reports process.

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 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.

The NPDMS system then displays the message '*Alter Standard Reports Ended Normally*', and the Reports Menu is re-displayed.

4.5.1.5 Select Cases For Printing DRMO 1348

Type **5** at Enter Selection to access the Select Cases for Printing DRMO 1348.

The Select Cases for Printing DRMO 1348 screen (ND2500MA) is displayed.

This screen allows for the online setting of the 1348 Report Generation Indicator for multiple cases that are eligible for transfer to DRMO. The printing of Form DD-1348-IA, Issue Release/Receipt Document takes place during batch processing, or online as requested by the user.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2500MA / ND2500PA          SELECT CASES FOR PRINTING 1348            14:18:16
                                      SE CA                            MSXXX

FEDSTRIP AAC: 804101

Print Prev   Prop   Item         NASA   Haz Prec                    Warehouse
1348  1348 Case No   ID   Qty  End Date Mat Mtls  Turn-In Doc No   Location
----- ---- -------- ---- ----- -------- --- ---- ----------------- ------------
  Y     Y  5137S001  1   1     05/17/95  H    A  755850003         4000101001
  Y     Y  5219S001  1   2690  08/28/95       D  752150115         3000801001
  Y     Y  6361S226  1   1     12/26/96       A
  Y     Y  6361S228  1   1     12/26/96       A
  Y     Y  7002S230  1   1     01/02/97       A
  Y     Y  7003S232  1   1     01/03/97       A
  Y     Y  7003S235  1   1     01/03/97       A
  Y     Y  6361S225  1   1     01/16/97       A
  Y     Y  7014S250  1   1     02/04/97       A
  Y     Y  7087S091  1   1     04/18/97       A                    4201
                                                                         MORE: Y
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Print 1348 input value = **N** or **Y** (default value)
- More
- Press **<Enter>**

NOTE: The Print 1348 field value is filled with a default of 'Y'. The user enters 'N' in the Print 1348 field for those records that are not to be printed.

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.

The NPDMS system then displays the message '*Select Cases For Printing DRMO 1348 Ended Normally*', and the Reports Menu is re-displayed.

4.6 TABLES MENU

This process allows the functional user access to update the system maintenance tables and user tables. The maintenance tables and user tables are used for editing and validating data that is entered into NPDMS, and for records containing specific default values required for special and scheduled processing. Each of these records is accessed through the Table ID and a unique field called the Record Key.

4.6.1 Tables Processing

The Table ID is a unique three digit number identifying each table in the system. For each record, a unique field is used to access a specific table record. For example, to establish or access a record on the User Access Table, the User Id must be entered to either initiate a record or retrieve a record. Each table processes the User Id, the current system time, and the current system date for audit trail purposes.

User tables are those tables that the System Administrator uses to configure NPDMS for his or her installation. These user (configuration) tables are as follows: User Access, Center Profile, Installation Code, and Printer Destination Tables. The System Administrator creates and modifies user tables to set up specific default values that are unique to their Installation.

The System Administrator may modify maintenance tables only in an emergency; however, the site is responsible for maintaining those modifications. And, the site most immediately notify the Development Installation (DI). This procedure allows the DI to install the changes prior to a NASA-wide distribution of the next NPDMS release. Major changes to system maintenance tables are provided with other system release information.

NOTE: The screen field data areas 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.

To access the TABLE MENU, Enter Selection **3** on the NPDMS MAIN MENU or type one of the following direct commands:

- **ADD TABLE**
- **MODIFY TABLE**
- **DELETE TABLE**
- **BRO TB**
- Press **<Enter>**

The Table File Update Menu is displayed. NPDMS displays the rest of the available tables using PF keys to scroll up and down. See instructions below:

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3000MA / ND3000PA              TABLE FILE UPDATE MENU                13:30:33
                                       TA                              MSXXX

              Table Id      Table Name

                 001    User Access Table
                 005    GSA Region Table
                 010    DRMO DODAAC Table
                 015    Exception Processing Table
                 020    Federal Supply Classification (FSC) Code Table
                 025    Unit Of Measure Table
                 030    Supply Condition Code Table
                 035    Disposal Condition Code Table
                 040    Performance Measures Standard Table
                 045    Demilitarization Code Table
                 050    Center Profile Table

 Enter Table Id: ___  Enter Selection: _ (A=Add, B=Browse, C=Change, D=Delete)
                                                                      More: Y
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Table ID — input value = 3 digit table number
- Selection — input values = **A, B, C, or D**
- More — system input value = **Y**
- Press **<Enter>, PF20** or **PF8**

If you press PF20 or PF8, NPDMS displays tables 051 - 095 on the Table File Update Menu. If a table identifier and selection are typed and enter is pressed, the selected table screen displays.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3000MA / ND3000PA              TABLE FILE UPDATE MENU                 13:32:50
                                       TA                               MSXXX

              Table Id      Table Name

                 051    Property Location Table
                 055    Report/Maintenance Selection Table
                 060    Shelf Life Type I Table
                 062    Shelf Life Type II Table
                 065    Hazardous Materials Code Table
                 070    Controlled Inventory Item Code Table
                 075    ADPE Identification Code Table
                 080    Precious Metals Code Table
                 085    Materiel Management Aggregation Code Table
                 090    DRMO Disposal Authority Code Table
                 095    DRMO Additional Data Code Table

 Enter Table Id: ___  Enter Selection: _ (A=Add, B=Browse, C=Change, D=Delete)
                                                                      More: Y
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Table Id — input value = 3 digit table number
- Selection — input values = **A, B, C,** or **D**
- More — system input value = **Y**
- Press **<Enter>, PF20** or **PF8**

If a table identifier and selection are typed and enter is pressed, the selected table screen displays. If you press PF19 or PF7, NPDMS displays tables 001 - 050 on the Table File Update Menu. If you press PF20 or PF8, NPDMS displays tables 105 - 165 on the Table File Update Menu.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3000MA / ND3000PA              TABLE FILE UPDATE MENU                 13:34:01
                                       TA                               MSXXX

              Table Id      Table Name

                 105    Installation Code Table
                 145    Printer Destination Table
                 155    Screening Days Table
                 160    Reimbursement Codes Table
                 165    Hazardous Materials Indicator Codes Table
                 170    Recipient Name Table
                 180    Transfer Type Table
                 190    Transfer Subtype Table





 Enter Table Id: ___  Enter Selection: _ (A=Add, B=Browse, C=Change, D=Delete)
                                                                   More: N
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Table Id — input value = 3 digit table number
- Selection — input values = **A, B, C,** or **D**
- More — system input value = **Y**
- Press **<Enter>, PF20** or **PF8**

If a table identifier and selection are typed and enter is pressed, the selected table screen displays. If you press PF19 or PF7, NPDMS displays tables 051 - 095 on the Table File Update Menu.

4.6.1.1 User Access Table

The User Access Table is used for the verification of valid User ID's during logon, and the loading of user profile data into the NPDMS global variable fields. This profile data defines what subsystems the user can access and what capability the user has once a subsystem has been accessed. Refer to the *NPDMS Data Dictionary AIM-NPDMS-DD-04.5* for field definitions. There is one record per user in the User Access Table. This table should have limited user update authority.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **001** and the Enter Selection (**A, B, C,** or **D**). Then the User Access Table – 001 screen (ND3001MA) or User Access Browse screen (ND3001MB) is displayed and the following occurs:

4.6.1.1.1 Add User Access

If Table Id input value = **001** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MA / ND3001PA              USER ACCESS TABLE - 001               13:36:44
                                      A TB      ADD                    MSXXX


        User ID: ********

      User Name: ******************************

Installation No: 08 08

User Change Authority: *    (1=Clerical Only, 2=Managerial)

Printer Destination: P3030132      LINE PRINTER MG-2

User Job Card:
   //IRNPDM JOB (MSIRMNPDM004,MG2),'PDM',CLASS=D,MSGCLASS=A,NOTIFY=MSXXX___



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

INPUT DATA

- User ID
- User Name
- Installation No (your Subinstallation number)
- User Change Authority input values = **1** or **2**
- Print Destination Default is printer ID in the Center Profile Table for your output report unless you change the value

- User Job Card — Default is the current user's INST-JOB-CARD-TEXT taken from the Center Profile Table

NOTE: Default for the Printer Destination is taken from the Center Profile Table. The user may change this value. Once changed by the user, it remains stored in the user's profile until changed again.

- Press **<Enter>** . NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.1.2 Change User Access

If Table Id input value = **001** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MA / ND3001PA              USER ACCESS TABLE - 001               13:39:08
                                       CH TB     CHANGE                MSXXX


        User ID: ********

      User Name: ******************************

Installation No:    **

User Change Authority: *    (1=Clerical Only, 2=Managerial)

Printer Destination: ********

User Job Card:
   ____________________________________________________________________



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

INPUT DATA

All fields are protected except

- User ID

- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: User ID cannot be changed. If the User ID is erroneous, the record must be removed through the “Delete User Access” process and corrected through the “Add User Access” process.

NOTE: If a User Change Authority is changed from 2 (managerial) to 1 (clerical) or vice versa and that user is currently on the NPDMS System, the changes will not take effect until that user logs off the system (i.e., previous User Access Table in information remains in the globals until logoff and will take effect at the time of the next logon).

INPUT DATA

- User Name
- Installation No (your Subinstallation Number)
- User Change Authority input values = **1** or **2**
- Printer Destination (Printer Id for your output reports)
- User Job Card Default is the current user’s INST-JOB-CARD-TEXT taken from the Center Profile Table
- Press **<Enter>**. NPDMS then displays the message ‘*Record Successfully Changed*’ and remains on the Change screen for entry of the next record.

4.6.1.1.3 Delete User Access

If Table Id input value = **001** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MA / ND3001PA              USER ACCESS TABLE - 001               13:40:53
                                       DE TB     DELETE                MSXXX


        User ID: ********

      User Name: ******************************

Installation No:    **

User Change Authority: *    (1=Clerical Only, 2=Managerial)

Printer Destination: ********

User Job Card:
   ____________________________________________________________________



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

INPUT DATA

All fields are protected except

- User ID
- Press **<Enter>**. The system displays the following selected record fields and the confirmation field:
- User Name
- Installation No
- User Change Authority
- Printer Destination
- User Job Card

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter next record or **PF17** to cancel the delete process.

4.6.1.1.4 Browse User Access

If Table Id input value = **001** and Selection value is **B**, NPDMS displays the Browse Screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MB / ND3001PB                  USER ACCESS BROWSE                13:42:13
                                        BRO TB                         MSXXX

                                                        SUB    CHNG
    USER ID              USER NAME              INST  INST  ATHRTY
   ----------  ------------------------------  ----  ----  ------
   XXXXXX      XXXXXXXXXXX                      08    08      2
   XXXXXXX     XXXXXXXXXXX                      08    08      2
   XXXXXXX     XXXXXXXXXXXX                     08    08      2
   XXXXXXX     XXXXXXXXX                        08    08      2
   XXXXXXX     XXXXXXXXXXXXXX                   08    08      1
   XXXXXXX     XXXXXXXXXXXX                     08    08      1
   XXXXXXX     XXXXXXXXXXXXXX                   08    08      2
   XXXXXXX     XXXXXXXXXXXXXX.                  08    08      2
   XXXXXXX     XXXXXXXXXXXXX                    08    08      1
   XXXXXXX     XXXXXXXXXXXXXX                   08    08      1
   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
```

DISPLAYED DATA

User ID

User Name

Installation No — Installation and Subinstallation

User Change Authority

INPUT DATA

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

- Start Value
- Press **<Enter>**, **PF19** or **PF17**, **PF20** or **PF8**.

If a Start Value is typed and enter is pressed, the User Access browse list repositions to the Use ID entered or the next closest value after the User Id. If a

Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 User Ids will be displayed (if there are not 10 User Ids left to browse, then the remaining User Ids will be displayed). If you press PF19 or PF7, the previous 10 User Ids will be displayed.

4.6.1.2 GSA Region Table

The GSA Region Table contains a two position code used to identify GSA Reporting Regions, along with their associated addresses. The GSA Region Table is used for the verification of valid GSA Regions and the retrieval of specific GSA Region addresses when reporting to GSA. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per GSA Region in the GSA Region Table. This table should have limited user update authority.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **005** and the Enter Selection (**A, B, C,** or **D**). Then the GSA Region Table – 005 screen (ND3005MA) or the GSA Region Table screen (ND3005MB) is displayed and the following occurs:

4.6.1.2.1 Add GSA Region

If Table Id input value = **005** and Selection value is **A**, NPDMS displays the Add screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MA / ND3005PA              GSA REGION TABLE - 005                 13:52:28
                                       A TB      ADD                    MSXXX



GSA Region: **

  GSA Name: ****************************************

   Address: ******************************
            ______________________________
      City: ********************   State: **   Zip: ***** ____





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

INPUT DATA

- GSA Region
- GSA Name
- Address
- City
- State
- Zip
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.2.2 Change GSA Region

If Table Id input value = **005** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MA / ND3005PA              GSA REGION TABLE - 005                13:54:05
                                       CH TB     CHANGE                MSXXX



GSA Region: **

  GSA Name: ****************************************

   Address: ******************************
            ______________________________
      City: ********************   State: **   Zip: ***** ____





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

INPUT DATA

All fields are protected except

- GSA Region
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: GSA Region cannot be changed. If the GSA Region is erroneous, the record must be removed through the “Delete GSA Region” process and corrected through the “Add GSA Region” process.

INPUT DATA

- GSA Name
- Address
- City
- State
- Zip
- Press **<Enter>**. NPDMS then displays the message ‘*Record Successfully Changed*’ and remains on the Change screen for entry of the next record.

4.6.1.2.3 Delete GSA Region

If Table Id input value = **005** and Selection value is **D**, NPDMS displays the delete screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MA / ND3005PA              GSA REGION TABLE - 005                 13:56:47
                                       DE TB     DELETE                MSXXX



GSA Region: **

  GSA Name: ****************************************

   Address: ******************************
            ____________________________
      City: ********************   State: **   Zip: ***** ____





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

INPUT DATA

All fields are protected except

- GSA Region
- Press **<Enter>**. The system displays the following selected recorded fields and the confirmation field:
- GSA Name
- Address
- City
- State
- Zip

INPUT DATA

Verify Delete input value = **D**

- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter next record or **PF17** to cancel the delete process.

4.6.1.2.4 Browse GSA Region

If Table Id input value = **005** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3005PB                 GSA REGION TABLE                   13:58:24
Valid ACT = D                          BRO TB                          MSXXX


 ACT    GSA REGION   GSA NAME
 ---    ----------   ----------------------------------------
  _     W              GSA, NATIONAL CAPITOL REGION
  _     00             GSA, IRMS, KMAD
  _     01             GSA, BOSTON FEDERAL OFFICE BUILDING
  _     02             GSA, JACOB K. JAVITS FEDERAL BUILDING
  _     03             GENERAL SERVICES ADMINISTRATION
  _     04             GENERAL SERVICES ADMINISTRATION
  _     05             GENERAL SERVICES ADMINISTRATION
  _     06             GENERAL SERVICES ADMINISTRATION
  _     07             GENERAL SERVICES ADMINISTRATION
  _     08             GENERAL SERVICES ADMINISTRATION, BLDG 41
        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
```

DISPLAYED DATA

- GSA Region
- GSA Name

INPUT DATA

The Start Value field represents the beginning GSA Regions to start the browse list. For example, if you know that the GSA Region starts with 0, then enter 0 in the Start Value field.

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

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

INPUT DATA

- ACT input value = **D**
- Press **<Enter>**. The system displays the following screen with additional information about the selected GSA Region:

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3005PB                 GSA REGION TABLE                   13:58:24
Valid ACT = D                          BRO TB                          MSXXX


 ACT    GSA REGION   GSA NAME
 ---                  GSA REGION TABLE - ADDITIONAL DATA
  _
  _     GSA Region: 04
  _
  _     GSA Name: GENERAL SERVICES ADMINISTRATION
  _
  D     Address:  410 W. PEACHTREE STREET
  _
  _
  _           City: ATLANTA                State: GA   Zip: 30365
  _

        __________ (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
```

DISPLAYED DATA

- GSA Region
- GSA Name
- Address
- City
- State
- Zip
- Press **<Enter>**. NPDMS then re-displays the GSA Region Table screen.

4.6.1.3 DRMO DODAAC Table

The DRMO Department of Defense Area Activity Code (DODAAC) Table is used for the verification of valid Defense Reutilization Marketing Office (DRMO) Activities, Routing Identifier Codes (RIC), and the retrieval of specific DRMO

Activity addresses with specific RIC information when transferring to the DRMO. This information appears on the DD-1348-1A generated by NPDMS. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per DRMO Activity in the DRMO DODAAC Table. This table should have limited user update authority.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **010** and the Enter Selection (**A, B, C,** or **D**). Then the DRMO DODAAC Table – 010 screen (ND3010MA) or the DRMO DODAAC Table screen (ND3005MB) is displayed and the following occurs:

4.6.1.3.1 Add DRMO DODAAC

If Table Id input value = **010** and Selection value is **A**, NPDMS displays the Add screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3010MA / ND3010PA              DRMO DODAAC TABLE - 010                14:02:27
                                      A TB      ADD                     MSXXX


     DRMO DoDAAC: ******       DRMO DoDAAC RIC: ***

DRMO DoDAAC Name: ****************************************

         Address: ******************************
                  ____________________________
            City: ********************   State: **   Zip: ***** ____

DRMO DoDAAC Contact Name: ******************************

      DRMO DoDAAC Phone:( *** ) *** - ****


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

INPUT DATA

- DRMO DODAAC
- DRMO DODAAC RIC
- DRMO DODAAC Name
- Address
- City
- State
- Zip
- DRMO DODAAC Contact Name
- DRMO DODAAC Phone
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.3.2 Change DRMO DODAAC

If Table Id input value = **010** and Selection value is **C**, NPDMS displays the Change screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3010MA / ND3010PA              DRMO DODAAC TABLE - 010                14:03:56
                                      CH TB     CHANGE                  MSXXX


     DRMO DoDAAC: ******       DRMO DoDAAC RIC: ***

DRMO DoDAAC Name: ****************************************

         Address: ******************************
                  ____________________________
            City: ********************   State: **   Zip: ***** ____

DRMO DoDAAC Contact Name: ******************************

      DRMO DoDAAC Phone:( *** ) *** - ****


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

INPUT DATA

All fields are protected except

- DRMO DODAAC
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: DRMO DODAAC cannot be changed. If the DRMO DODAAC is erroneous, the record must be removed through the “Delete DRMO DODAAC” process and corrected through the “Add DRMO DODAAC” process.

INPUT DATA

- DRMO DODAAC RIC
- DRMO DODAAC Name
- Address
- City

- State
- Zip
- DRMO DODAAC Contact Name
- DRMO DODAAC Phone
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Changed*' and remains on the Change screen for entry of the next record.

4.6.1.3.3 Delete DRMO DODAAC

If Table Id input value = **010** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3010MA / ND3010PA              DRMO DODAAC TABLE - 010               14:08:04
                                      DE TB     DELETE                 MSXXX


     DRMO DoDAAC: ******       DRMO DoDAAC RIC: ***

DRMO DoDAAC Name: ****************************************

         Address: ******************************
                  ______________________________
            City: ********************   State: **   Zip: ***** ____

DRMO DoDAAC Contact Name: ******************************

      DRMO DoDAAC Phone:( *** ) *** - ****

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

INPUT DATA

All fields are protected except

- DRMO DODAAC
- Press **<Enter>**. The system displays the following selected record fields and the confirmation field:
- DRMO DODAAC RIC
- DRMO DODAAC Name

- Address
- City
- State
- Zip
- DRMO DODAAC Contact Name
- DRMO DODAAC Phone

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter next record or **PF17** to cancel the delete process.

4.6.1.3.4 Browse DRMO DODAAC

If Table Id input value = **010** and Selection value is **B**, NPDMS displays the Browse Screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3010PB             DRMO DODAAC TABLE BROWSE               15:06:17
Valid ACT = D                          BRO TB                          MSXXX

        DRMO         RIC
 ACT    DODAAC       CODE    DRMO DODAAC NAME
 ---    ----------   ----    ----------------------------------------
  _     SC1435         SVU     DRMO-WURTSMITH
  _     SG4000         SQ9     DRMR-EUROPE
  _     SG4010         SQA     DRMO-MOLESWORTH
  _     SG4030         SQC     DRMO-BERLIN
  _     SG4050         SQE     DRMO-KASTEL
  _     SG4060         SQF     DRMO-KEFLAVIK
  _     SG4070         SQG     DRMO-KAISERSLAUTERN
  _     SG4110         SQL     DRMO-SECKENHEIM
  _     SG4120         SQM     DRMO-NEURENBERG
  _     SG4130         SQN     DRMO-HANAU
        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
```

DISPLAYED DATA

- DRMO DODAAC
- RIC Code
- DRMO DODAAC Name

INPUT DATA

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

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

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

INPUT DATA

- ACT input value = **D**
- Press **<Enter>**. The system displays the following screen with additional information about the selected DRMO DODAAC:

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3010PB             DRMO DODAAC TABLE BROWSE               15:06:17
Valid ACT = D                          BRO TB                          MSXXX

        DRMO         RIC
 ACT    DODAAC       CODE    DRMO DODAAC NAME
 ---    ----------   ----    ----------------------------------------
  _     SC1435         SVU     DRMO-WURTSMITH
  _     SG4000         SQ9     DRMR-EUROPE
  _     SG4010         SQA     DRMO-MOLESWORTH
  _     SG4030         SQC     DRMO-BERLIN
  _     SG4050         SQE     DRMO-KASTEL
  _     SG4060         SQF     DRMO-KEFLAVIK
  _     SG4070         SQG     DRMO-KAISERSLAUTERN
  _     SG4110         SQL     DRMO-SECKENHEIM
  _     SG4120         SQM     DRMO-NEURENBERG
  _     SG4130         SQN     DRMO-HANAU
        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
```

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3010PB             DRMO DODAAC TABLE BROWSE               15:11:17
Valid ACT = D                          BRO TB                          MSXXX
                      DRMO DODAAC TABLE - ADDITIONAL DATA

         DRMO DoDAAC: SC1435       DRMO DoDAAC RIC: SVU

    DRMO DoDAAC Name: DRMO-WURTSMITH
             Address: P.O. BOX 3001

                City: WURTSMITH AFB          State: MI   Zip: 487536100

    DRMO DoDAAC Contact Name: INAS ROMAN

          DRMO DoDAAC Phone: (  517 )  747 -  6357


        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
```

DISPLAYED DATA

- DRMO DODAAC
- DRMO DODAAC RIC
- DRMO DODAAC Name
- Address
- City

- State
- Zip
- DRMO DODAAC Contact Name
- DRMO DODAAC Phone
- Press **<Enter>**. NPDMS then re-displays the DRMO DODAAC Table Browse screen.

4.6.1.4 Exception Processing Table

The Exception Processing Table is used to identify personal property that needs to undergo exception processing and for the retrieval of specific data that defines what exception processing should take place. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record in the Exception Processing Table for each Custodian Account Number that identifies a custodian account that needs exception processing. This table is maintained and populated by the installation with limited user update authority.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **015** and the Enter Selection (**A, B, C,** or **D**). Then the Exception Processing Table – 015 screen (ND3015MA) or the Exception Processing Table screen (ND3001MB) is displayed and the following occurs:

4.6.1.4.1 Add Exception Processing

If Table Id input value = **015** and Selection value is **A**, NPDMS displays the Add screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3015MA / ND3015PA         EXCEPTION PROCESSING TABLE - 015            15:13:00
                                     A TB      ADD                      MSXXX



           Cust Acct No: *****

Reporting Activity Name: ****************************************

             GSA Region: __

            DRMO DODAAC: ______

 Foreign Prop Ind (Y/N): _



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

INPUT DATA

- Cust Acct No — custodian account number that needs exception processing
- Reporting Activity Name
- GSA Region — your reporting GSA Region
- DRMO DODAAC — your reporting DRMO
- Foreign Prop Ind — input values = **Y** or **N**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.4.2 Change Exception Processing

If Table Id input value = **015** and Selection value is **C**, NPDMS displays the Change screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3015MA / ND3015PA         EXCEPTION PROCESSING TABLE - 015            15:14:20
                                     CH TB     CHANGE                   MSXXX



           Cust Acct No: *****

Reporting Activity Name: ****************************************

             GSA Region: __

            DRMO DODAAC: ______

 Foreign Prop Ind (Y/N): _



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

INPUT DATA

All fields are protected except

- Cust Acct No
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: Cust Acct No cannot be changed. If the Cust Acct No is erroneous, the record must be removed through the “Delete Exception Processing” process and corrected through the “Add Exception Processing” process.

INPUT DATA

- Reporting Activity Name
- GSA Region — your reporting GSA Region
- DRMO DODAAC — your reporting DRMO
- Foreign Prop Ind — input values = **Y** or **N**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Changed"* and remains on the Change screen for entry of the next record.

4.6.1.4.3 Delete Exception Processing

If Table Id input value = **015** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3015MA / ND3015PA         EXCEPTION PROCESSING TABLE - 015           15:19:33
                                     DE TB     DELETE                  MSXXX



           Cust Acct No: *****

Reporting Activity Name: ****************************************

             GSA Region: __

            DRMO DODAAC: ______

 Foreign Prop Ind (Y/N): _



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

INPUT DATA

All fields are protected except

- Cust Acct No
- Press **<Enter>**. The system displays the following selected record fields and the confirmation field:
- Reporting Activity Name

- GSA Region
- DRMO DODAAC
- Foreign Prop Ind

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter next record of **PF17** to cancel the delete process.

4.6.1.4.4 Browse Exception Processing

If Table Id input value = **015** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MB / ND3015PB            EXCEPTION PROCESSING BROWSE             15:21:10
                                       BRO TB                          MSXXX

   CUST       GSA   DRMO  FRGN
   ACCT NO    RGN  DODAAC IND   REPORTING ACTIVITY NAME
   ---------- ---  ------ ----  ---------------------------------------
   030        W            N    REPORTING ACTIVITY NAME
   0301            SX1163  N    REPORTING ACTIVITY NAME
   03011           SXC493       NAME
   603        03           N    EXCEPTION
   667             100000       REPORTING ACTIVITY NAME
                          *** END OF DATA ***




   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
```

DISPLAYED DATA

- Cust Acct No
- GSA Region
- DRMO DODAAC

- Foreign Indicator
- Reporting Activity Name

INPUT DATA

The Start Value field represents the beginning Cust Acct No to start the browse list. For example, if you know that the Cust Acct No starts with 0, then enter 0 in the Start Value field.

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

If a Start Value is typed and enter is pressed, the Cust Acct No browse list repositions to the Cust Acct No entered or the next closest value after the Cust Acct No. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Cust Acct Nos will be displayed (if there are not 10 Cust Acct Nos left to browse, then the remaining Cust Acct Nos will be displayed). If you press PF19 or PF7, the previous 10 Cust Acct Nos will be displayed.

4.6.1.5 Federal Supply Classification (FSC) Code Table

The Federal Supply Classification Code Table is used for the verification of valid FSC Codes when adding or changing case records, and the determination of GSA reportable or non-reportable status of an item when reporting personal property to GSA. The table also contains the Exchange/Sale Indicator, which identifies eligible FSC Group Codes under the Exchange/Sale program. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per FSC Code in the Federal Supply Classification Code Table. This table should have limited user update authority.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **020** and the Enter Selection (**A, B, C,** or **D**). Then the Federal Supply Classification Code Table – 020 screen (ND3020MA) or the Federal Supply Classification (FSC) Browse screen (ND3005MB) is displayed and the following occurs:

4.6.1.5.1 Add FSC Code

If Table Id input value = **020** and Selection value is **A**, NPDMS displays the Add screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3020MA / ND3020PA               FSC CODE TABLE - 020                 15:23:20
                                        A TB      ADD                   MSXXX

             FSC Code: ****

       FSC Group Name: ************************************************
                       ________________________________________________

   FSC Reportable Ind: *

FSC Minimum Condition: _

     FSC Minimum Cost: _____________

    FSC Exchange/Sale
          Allowed Ind: *  (Indicates if Exchange/Sale is Allowed)



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

INPUT DATA

- FSC Code
- FSC Group Name
- FSC Reportable Ind input values = **Y** or **N**
- FSC Minimum Condition
- FSC Minimum Cost
- FSC Exchange/Sale Allowed Ind input values = **Y** or **N**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.5.2 Change FSC Code

If Table Id input value = **020** and Selection value is **C**, NPDMS displays the Change screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3020MA / ND3020PA              FSC CODE TABLE - 020                  15:31:33
                                       CH TB     CHANGE                 MSXXX

             FSC Code: ****

       FSC Group Name: ***************************************************
                       ___________________________________________________

   FSC Reportable Ind: *

FSC Minimum Condition: _

     FSC Minimum Cost: _____________

    FSC Exchange/Sale
          Allowed Ind: *  (Indicates if Exchange/Sale is Allowed)



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

INPUT DATA

All fields are protected except

- FSC Code
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: FSC Code cannot be changed. If the FSC Code is erroneous, the record must be removed through the “Delete FSC Code” process and corrected through the “Add FSC Code” process.

INPUT DATA

- FSC Group Name
- FSC Reportable Ind input values = **Y** or **N**
- FSC Minimum Condition
- FSC Minimum Cost
- FSC Exchange/Sale Allowed Indicator input values = **Y** or **N**
- Press **<Enter>**. NPDMS then displays the message ‘*Record Successfully Changed*’ and remains on the Change screen for entry of the next record.

4.6.1.5.3 Delete FSC Code

If Table Id input value = **020** and Selection value is **D**, NPDMS displays the Delete screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3020MA / ND3020PA               FSC CODE TABLE - 020                 15:33:25
                                        DE TB     DELETE                MSXXX

             FSC Code: ****

       FSC Group Name: ***************************************************
                       ___________________________________________________

   FSC Reportable Ind: *

FSC Minimum Condition: _

     FSC Minimum Cost: _____________

    FSC Exchange/Sale
          Allowed Ind: *  (Indicates if Exchange/Sale is Allowed)



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

INPUT DATA

All fields protected except

- FSC Code
- Press **<Enter>**. The system displays the following selected record fields and the confirmation field:
- FSC Group Name
- FSC Reportable Ind
- FSC Minimum Condition
- FSC Minimum Cost
- FSC Exchange/Sale Allowed Ind

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter next record or **PF17** to cancel the delete process.

4.6.1.5.4 Browse Federal Supply Classification Code

If Table Id input value = **020** and Selection value is **B**, NPDMS displays the Browse screen.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3020PB   FEDERAL SUPPLY CLASSIFICATION (FSC) CODE BROWSE  15:36:00
Valid ACT = D                           BRO TB                          MSXXX


 ACT    FSC CODE     FSC GROUP NAME
 ---    ----------   ------------------------------
  _     1005           GUNS, THROUGH 30 MM.
  _     1010           GUNS, OVER 30 MM UP TO 75 MM
  _     1015           GUNS, 75 MM THROUGH 125 MM
  _     1020           GUNS, OVER 125 MM THROUGH 150 MM
  _     1025           GUNS, OVER 150 MM THROUGH 200 MM
  _     1030           GUNS, OVER 200 MM THROUGH 300 MM
  _     1035           GUNS, OVER 300 MM
  _     1040           CHEMICAL WEAPONS AND EQUIPMENT
  _     1045           LAUNCHERS, TORPEDO AND DEPTH CHARGE
  _     1055           LAUNCHERS, GRENADE, ROCKET AND PYROTECHNIC
        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
```

DISPLAYED DATA

- FSC Code
- FSC Group Name

INPUT DATA

The Start Value field represents the beginning FSC Code to start the browse list. For example, if you know that the FSC Code starts with 1, then enter 1 in the Start Value field.

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

If a Start Value is typed and enter is pressed, the FSC Code browse list repositions to the FSC Code entered or the next closest value after the FSC Code. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 FSC Codes will be displayed (if there are not 10 FSC

Codes left to browse, then the remaining FSC Codes will be displayed). If you press PF19 or PF7, the previous 10 FSC Codes will be displayed.

INPUT DATA

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

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3020PB   FEDERAL SUPPLY CLASSIFICATION (FSC) CODE BROWSE  15:38:47
Valid ACT = D                          BRO TB                          MSXXX
                 FEDERAL SUPPLY CLASS TABLE - ADDITIONAL DATA

                 FSC Code: 1127

           FSC Group Name: NUCLEAR ROCKETS


       FSC Reportable Ind: N
                                                                            N
    FSC Minimum Condition:                                                  N

         FSC Minimum Cost:

        FSC Exchange/Sale
              Allowed Ind: N  (Indicates if Exchange/Sale is Allowed)


Navigation: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            HIPF  PREV        MAIN        PGUP  PGDN                   END
```

DISPLAYED DATA

- FSC Code
- FSC Group Name
- FSC Reportable Ind
- FSC Minimum Condition
- FSC Minimum Cost
- FSC Exchange/Sale Allowed Ind
- Press **<Enter>**. NPDMS then re-displays the Federal Supply Classification Code Browse screen.

4.6.1.6 Unit Of Measure Table

The Unit Of Measure Table is used for the verification of valid Unit Of Measure abbreviations when adding or changing Case Records. The Unit Of Measure abbreviation appears on numerous screens as well as various reports. For example, the Unit Of Measure is displayed on the NF-1638, the SF-120, the DD-1348-1A, and Daily Transaction Report. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per Unit Of Measure in the Unit Of Measure Table. This table should have limited user update authority.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **025** and the Enter Selection (**A, B, C,** or **D**). Then the Unit Of Measure Table – 025 screen (ND3025MA) or the Unit Of Measure Browse screen (ND3001MB) is displayed and the following occurs:

4.6.1.6.1 Add Unit Of Measure

If Table Id input value = **025** and Selection Value is **A**, NPDMS displays the Add screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3025MA / ND3025PA           UNIT OF MEASURE TABLE - 025             15:46:45
                                     A TB      ADD                      MSXXX




UOM Abbreviation: **

 Unit Of Measure: ********************









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

INPUT DATA

- UOM Abbreviation
- Unit Of Measure
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.6.2 Change Unit Of Measure

If Table Id input value = **025** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3025MA / ND3025PA           UNIT OF MEASURE TABLE - 025             08:04:16
                                       CH TB     CHANGE                MSXXX




UOM Abbreviation: **

 Unit Of Measure: ********************









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

INPUT DATA

All fields are protected except

- UOM Abbreviation
- Press **<Enter>**. NPDMS then displays the requested record allowing the user to make modifications to the remaining fields.

NOTE: UOM Abbreviation cannot be changed. If the UOM Abbreviation is erroneous, the record must be removed through the “Delete Unit Of Measure” process and corrected through the “Add Unit Of Measure” process.

INPUT DATA

- Unit Of Measure
- Press **<Enter>**. NPDMS then displays the message ‘*Record Successfully Changed*’ and remains on the Change screen for entry of the next record.

4.6.1.6.3 Delete Unit Of Measure

If Table Id input value = **025** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3025MA / ND3025PA           UNIT OF MEASURE TABLE - 025             08:28:36
                                       DE TB     DELETE                MSXXX




UOM Abbreviation: **

 Unit Of Measure: ********************









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

INPUT DATA

All fields are protected except

- UOM Abbreviation
- Press **<Enter>**. The system displays the following selected record field and the confirmation field:
- Unit Of Measure

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter the next record or **PF17** to cancel the delete process.

4.6.1.6.4 Browse Unit Of Measure

If Table Id input value = **025** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MB / ND3025PB              UNIT OF MEASURE BROWSE                08:38:51
                                       BRO TB                          MSXXX


   UOM ABRV     UNIT OF MEASURE
   ----------   --------------------
   AM           AMPOULE
   AT           ASSORTMENT
   AY           ASSEMBLY
   BA           BALL
   BD           BUNDLE
   BE           BALE
   BF           BROAD FOOT
   BG           BAG
   BK           BOOK
   BL           BARREL
   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
```

DISPLAYED DATA

- Unit of Measure Abbreviation
- Unit of Measure

INPUT DATA

The Start Value field represents the beginning Unit of Measure Abbreviation to start the browse list. For example, if you know that the Unit of Measure Abbreviation starts with A, then enter A in the Start Value field.

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

If a Start Value is typed and enter is pressed, the Unit of Measure Abbreviation list repositions to the Unit of Measures Abbreviation entered or the next closest value after the Unit of Measure Abbreviation. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Unit of Measure Abbreviations will be displayed (if there are not 10 Unit of Measure Abbreviations left to browse, then the remaining Unit of Measure Abbreviations will be

displayed). If you press PF19 or PF7, the previous 10 Unit of Measure Abbreviations will be displayed.

4.6.1.7 Supply Condition Code Table

The Supply Condition Code Table is used for the verification of valid Supply Condition Codes when adding or changing Case Records. The Supply Condition Code appears on numerous screens, as well as various reports. For example, the Supply Condition Code is displayed on the BF-1638, the SF-120, the DD-1348-1A, and Daily Transaction Report. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per Supply Condition Code in the Supply Condition Code Table. This table should have limited user update authority.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **030** and the Enter Selection (**A, B, C,** or **D**). Then the Supply Condition Table - 030 screen (ND3030MA) or the Supply Condition Code Table screen (ND3005MB) is displayed and the following occurs:

4.6.1.7.1 Add Supply Condition Code

If Table Id input value = **030** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3030MA / ND3030PA        SUPPLY CONDITION CODE TABLE - 030          13:05:51
                                     A TB      ADD                     MSXXX



Supply Condition Code: *

     Title: *********************************************

Definition:

     ****************************************************************
     ________________________________________________________________
     ________________________________________________________________
     ________________________________________________________________


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

INPUT DATA

- Supply Condition Code
- Title short description
- Definition
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.7.2 Change Supply Condition Code

If Table Id input value = **030** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3030MA / ND3030PA        SUPPLY CONDITION CODE TABLE - 030          13:19:32
                                     CH TB     CHANGE                   MSXXX



Supply Condition Code: *

     Title: *********************************************

Definition:

     ****************************************************************
     ________________________________________________________________
     ________________________________________________________________
     ________________________________________________________________


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

INPUT DATA

All fields are protected except

- Supply Condition Code
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: Supply Condition Code cannot be changed. If the Supply Condition Code is erroneous, the record must be removed through the “Delete Supply Condition Code” process and corrected through the “Add Supply Condition Code” process.

INPUT DATA

- Title short description
- Definition
- Press **<Enter>**. NPDMS then displays the message ‘*Record Successfully Changed*’ and remains on the Change screen for entry of the next record.

4.6.1.7.3 Delete Supply Condition Code

If Table Id input value = **030** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3030MA / ND3030PA        SUPPLY CONDITION CODE TABLE - 030          13:21:39
                                     DE TB     DELETE                   MSXXX



Supply Condition Code: *

     Title: *********************************************

Definition:

     ****************************************************************
     ________________________________________________________________
     ________________________________________________________________
     ________________________________________________________________


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

INPUT DATA

All fields are protected except

- Supply Condition Code
- Press **<Enter>**. The system displays the following selected record fields and the confirmation field:
- Title
- Definition

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter the next record or **P17** to cancel the delete process.

4.6.1.7.4 Browse Supply Condition Code Table

If Table Id input value = **030** and Selection value is **B**, NPDMS displays the Browse screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3030PB        SUPPLY CONDITION CODE TABLE BROWSE           13:23:11
Valid ACT = D                          BRO TB                           MSXXX

        CONDITION
 ACT      CODE       TITLE
 ---    ----------   ---------------------------------------------
  _     A              SERVICEABLE (ISSUABLE WITHOUT QUALIFICATION)
  _     B              SERVICEABLE (ISSUABLE WITH QUALIFICATION)
  _     C              SERVICEABLE (PRIORITY ISSUE)
  _     D              SERVICEABLE (TEST/MODIFICATION)
  _     E              UNSERVICEABLE (LIMITED RESTORATION)
  _     F              UNSERVICEABLE (REPARABLE)
  _     G              UNSERVICEABLE (INCOMPLETE)
  _     H              UNSERVICEABLE (CONDEMNED)
  _     S              UNSERVICEABLE (SCRAP)
                          *** END OF DATA ***
        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
```

DISPLAYED DATA

- Supply Condition Code
- Title

INPUT DATA

The Start Value field represents the beginning Supply Condition Code to start the browse list. For example, if you know that the Supply Condition Code starts with A, then enter A in the Start Value field.

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

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

INPUT DATA

- ACT input value = **D**

- Press **<Enter>**. The system displays the following screen with additional information about the selected Supply Condition Code:

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3030PB        SUPPLY CONDITION CODE TABLE BROWSE          13:23:11
Valid ACT = D                          BRO TB                          MSXXX
                    SUPPLY CONDITION CODE - ADDITIONAL DATA

    Supply Condition Code: A

         Title: SERVICEABLE (ISSUABLE WITHOUT QUALIFICATION)

    Definition:

         NEW, USED, REPAIRED OR RECONDITIONED MATERIAL THAT IS SERVICEABLE
         AND ISSUABLE TO ALL CUSTOMERS WITHOUT LIMITATION OR RESTRICTION
         INCLUDES MATERIAL WITH MORE THAN 6 MONTHS SHELF-LIFE REMAINING.





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

DISPLAYED DATA

- Supply Condition Code
- Title
- Definition
- Press **<Enter>**. NPDMS then re-displays the Supply Condition Code Table Browse screen.

4.6.1.8 Disposal Condition Code Table

The Disposal Condition Code Table is used for the verification of valid Disposal Condition Codes when adding or changing Case Records. The Disposal Condition Code appears on numerous screens as well as various reports. For example, the Disposal Condition Code is displayed on the NF-1638, the SF-120, the DD-1348-1A, and Daily Transaction Report. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-O4.5 for field definitions. There is one record per Disposal Condition Code in the Disposal Condition Code Table. This table should have limited user update authority.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **035** and the Enter Selection (**A, B, C,** or **D**). Then the Disposal Condition Code Table – 035 screen (ND3035MA) or the Disposal Condition Code Table screen (ND3005MB) is displayed and the following occurs:

4.6.1.8.1 Add Disposal Condition Code

If Table Id input value = **035** and Selection value is **A**, NPDMS displays the Add screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3035MA / ND3035PA        DISPOSAL CONDITION CODE TABLE - 035         13:26:47
                                      A TB      ADD                      MSXXX



Disposal Condition Code: *

     Title: *********************************************

Definition:

     ****************************************************************
     ________________________________________________________________
     ________________________________________________________________
     ________________________________________________________________


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

INPUT DATA

- Disposal Condition Code
- Title short description
- Definition
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.8.2 Change Disposal Condition Code

If Table Id input value = **035** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3035MA / ND3035PA       DISPOSAL CONDITION CODE TABLE - 035         13:28:26
                                     CH TB     CHANGE                   MSXXX



Disposal Condition Code: *

     Title: *********************************************

Definition:

     ****************************************************************
     ________________________________________________________________
     ________________________________________________________________
     ________________________________________________________________


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

INPUT DATA

All fields are protected except

- Disposal Condition Code
- Press **<Enter>**. NPDMS then displays the requested field, allowing the user to make modifications to the remaining fields.

NOTE: Disposal Condition Code cannot be changed. If the Disposal Condition Code is erroneous, the record must be removed through the “Delete Disposal Condition Code” process and corrected through the “Add Disposal Condition Code” process.

INPUT DATA

- Title short description
- Definition
- Press **<Enter>**. NPDMS then displays the message ‘*Record Successfully Changed*’ and remains on the Change screen for entry of the next record.

4.6.1.8.3 Delete Disposal Condition Code

If Table Id input value = **035** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3035MA / ND3035PA       DISPOSAL CONDITION CODE TABLE - 035         13:30:42
                                     DE TB     DELETE                   MSXXX



Disposal Condition Code: *

     Title: *********************************************

Definition:

     ****************************************************************
     ________________________________________________________________
     ________________________________________________________________
     ________________________________________________________________


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

INPUT DATA

All fields are protected except

- Disposal Condition Code
- Press **<Enter>**. The system displays the following selected record fields and the confirmation field:
- Title
- Definition

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter the next record or **PF17** to cancel the delete process.

4.6.1.8.4 Browse Disposal Condition Code Table

If Table Id input value = **035** and Selection value is **B**, NPDMS displays the Browse screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3035PB        DISPOSAL CONDITION CODE TABLE BROWSE         13:31:57
Valid ACT = D                           BRO TB                          MSXXX

        CONDITION
 ACT      CODE       TITLE
 ---    ----------   ---------------------------------------------
  _     S              SCRAP
  _     X              SALVAGE
  _     1              UNUSED-GOOD
  _     2              UNUSED--FAIR
  _     3              UNUSED--POOR
  _     4              USED--GOOD
  _     5              USED--FAIR
  _     6              USED--POOR
  _     7              REPAIRS REQUIRED GOOD
  _     8              REPAIRS REQUIRED-FAIR
        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
```

DISPLAYED DATA

- Disposal Condition Code
- Title

INPUT DATA

The Start Value field represents the beginning Disposal Condition Code to start the Browse list. For example, if you know that the Disposal Condition Code starts with 1, then enter 1 in the Start Value field.

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

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

INPUT DATA

- ACT input value = **D**
- Press **<Enter>**. The system displays the following screen with additional information about the selected Disposal Condition Code:

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3035PB       DISPOSAL CONDITION CODE TABLE BROWSE         13:37:42
Valid ACT = D                        BRO TB                            MSXXX
                   DISPOSAL CONDITION CODE - ADDITIONAL DATA

      Disposal Condition Code: S

         Title: SCRAB

    Definition:

         MATERIAL THAT HAS NO VALUE EXCEPT FOR ITS BASIC MATERIAL CONTENT.









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

DISPLAYED DATA

- Disposal Condition Code
- Title
- Definition
- Press **<Enter>**. NPDMS then re-displays the Disposal Condition Code Table Browse screen.

4.6.1.9 Demilitarization Code Table

The Demilitarization Code Table is used for the verification of valid Demilitarization Codes when adding or changing Case Records. The Demilitarization Code is used to identify the demilitarization process needed for the disposal of idle NASA personal property. This code appears on the DD-1348-1A generated by NPDMS. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-O4.5 for field definitions. There is one record per Demilitarization Code in the Demilitarization Code Table. This table should have limited user update authority.

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 fields data area is tied to another field, NPDMS displays an appropriate warning or error message ir an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **045** and the Enter Selection (**A, B, C,** or **D**). Then the Demilitarization Code Table – 045 screen (ND3045MA) or the Demilitarization Code Table screen (ND3005MB) is displayed and the following occurs:

4.6.1.9.1 Add Demilitarization Code

If Table Id input value = **045** and Selection value is **A**, NPDMS displays the Add screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3045MA / ND3045PA        DEMILITARIZATION CODE TABLE - 045           13:49:52
                                      A TB      ADD                     MSXXX

      DML Code: *

DML Definition: ************************************************************
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________

  DML Priority: **



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

INPUT DATA

- DML Code
- DML Definition
- DML Priority assigned order of evaluation
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.9.2 Change Demilitarization Code

If Table input value = **045** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3045MA / ND3045PA       DEMILITARIZATION CODE TABLE - 045           13:51:27
                                     CH TB     CHANGE                  MSXXX

      DML Code: *

DML Definition: ************************************************************
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________

  DML Priority: **



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

INPUT DATA

All fields are protected except

- DML Code
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: DML Code cannot be changed. If the DML Code is erroneous, the record must be removed through the “Delete Demilitarization Code” process and corrected through the “Add Demilitarization Code” process.

INPUT DATA

- DML Definition
- DML Priority assigned order of evaluation
- Press **<Enter>**. NPDMS then displays the message ‘*Record Successfully Changed*’ and remains on the Change screen for entry of the next record.

4.6.1.9.3 Delete Demilitarization Code

If Table Id input value = **045** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3045MA / ND3045PA       DEMILITARIZATION CODE TABLE - 045           13:55:15
                                     DE TB     DELETE                   MSXXX

      DML Code: *

DML Definition: ************************************************************
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________

  DML Priority: **



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

INPUT DATA

All fields are protected except

- DML Code
- Press **<Enter>**. The system displays the following selected record fields and the confirmation field:
- DML Definition
- DML Priority

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter the next record or **PF17** to cancel the delete process.

4.6.1.9.4 Browse Demilitarization Table

If Table input value = **045** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3045PB           DEMILITARIZATION TABLE BROWSE            14:00:18
Valid ACT = D                          BRO TB                          MSXXX

                     DML
  ACT   DML CODE   PRIORITY DML DESCRIPTION
  ---   ---------- -------- ---------------------------------------------------
  _     A             13    NON-MIL:DEMILITARIZATION NOT REQUIRED
  _     B             11    MLI: DEMILITARIZATION REQUIRED
  _     C              7    MLI: REMOVE AND/OR DEMILITARIZE INSTALLED KEY POIN
  _     D              5    MLI:  DEMILITARIZE BY MUTILATION (MAKE UNFIT FOR I
  _     E              9    MLI:  DEMILITARIZE BY BURNING, SHREDDING, OR PULPI
  _     F             12    MLI:  DEMILITARIZATION INSTRUCTIONS TO BE FURNISHE
  _     G              1    MLI:  DEMILITARIZATION REQUIRED- ITEM TO BE DEMILI
  _     H              6    MLI:  REMOVE AND/OR DEMILITARIZE INSTALLED KEY POI
  _     J              4    MLI:  DEMILITARIZE BY MUTILATION (MAKE UNFIT FOR I
  _     K              8    MII:  DEMILITARIZE BY BURNING, SHREDDING, OR PULPI
        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
```

DISPLAYED DATA

- DML Code
- DML Priority
- DML Description

INPUT DATA

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

Start Value

Press **<Enter>, PF19** or **PF7, PF20** or **PF8**.

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

INPUT DATA

- ACT input value = **D**
- Press **<Enter>**. The system displays the following screen with additional information about the selected DML Code:

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3045PB           DEMILITARIZATION TABLE BROWSE            14:02:30
Valid ACT = D                          BRO TB                          MSXXX
                     DEMILITARIZATION CODE - ADDITIONAL DATA
        DML Code: D

  DML Definition:
                MLI:  DEMILITARIZE BY MUTILATION (MAKE UNFIT FOR INTENDED PU
                RPOSE) BY MELTING, CUTTING, TEARING, SCRATCHING, CRUSHING, B
                REAKING, PUNCHING, NEUTRALIZING, ETC. (AS AN ALTERNATIVE, BU
                RIAL OR DEEP WATER DUMPING MAY BE USED WHEN AUTHORIZED)




    DML Priority: 5



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

DISPLAYED DATA

- DML Code
- DML Definition
- DML Priority
- Press **<Enter>**. NPDMS then re-displays the DML Table Browse screen.

4.6.1.10 Center Profile Table

The Center Profile Table is used for the maintenance of global and default data for your Center. A Center specific capability to report to GSA or transfer to

DRMO is provided by NPDMS. A capability to override this option on a case-by-case basis also is provided. This profile data defines Center specific online NPDMS global variable fields and default values that effect internal NPDMS processes and options. An example is the default value for the generation of pickup documents for Idle NASA Property. Some Installations will want pickup documents generated on a consistent basis, and some would not. This condition is controlled based on the Pickup Document Generation Default value in each Center Profile record. Another capability provided by this table is to maintain the name and title of individuals responsible for the survey review of property determination when preparing the NASA Form 811, NASA Form 812, and Foreign Disposal Approval Form reports. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per NASA Installation/Subinstallation in the Center Profile Table. Due to the critical nature of this table, “delete” is not a valid option. This table should have limited user update authority.

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 istied 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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **050** and the Enter Selection (**A, B, C,** or **D**). Then the Center Profile Table - 050 screen (ND3050MA) or the Center Profile Table screen (ND3005MB) is displayed and the following occurs:

4.6.1.10.1 Add Center Profile

If Table Id input value = **050** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3050MA / ND3050PA           CENTER PROFILE TABLE - 050              14:04:57
                                     A TB       ADD                    MSXXX

Installation No: ****     FEDSTRIP AAC: ******         PDO Cust Acct No: ******
    PDO User No: ******     Agency Ind: ****         Agency/Bureau Code: ****
   Pickup Doc Generation Default (Y/N): *     No of Freeze Scrning Days: **
Reporting Install     GSA: *      DRMO: *     (Choose one by entering 'Y')
    GSA Region: **         DRMO DoDAAC: ******   Default Reimbursement Code: _
   Center Name: ************************************   Bldg: **********
Center Contact: ******************************         Phone:( *** ) *** - ****
       Address: ******************************  Prop Loc Fax:( *** ) *** - ****
                _______________________________ Rptng Inst Fax:( *** ) *** - ****
          City: ********************    State: **    Zip: ***** ____
REPORTING DEFAULTS: Mail Stop: *******     Special Forms: __________ Binding: *
Distribution: ****************************  No of Copies: **  Output Class: *
Printer Destination:  ********  Desc:
Job Card:
 ************************************************************************

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

INPUT DATA

- Installation No — input value = your Center ID
- FEDSTRIP AAC — input value = your Center Fed AAC
- PDO Cust Acct No — input value = your Center default
- PDO User No — input value = your Center default
- Agency Ind
- Agency/Bureau Code
- Pickup Doc Generation Default — input value = **Y** or **N**
- No of Freeze Scrning Days — input value = your default value
- Reporting Install — input value = choose one only
  - GSA — input value = **Y**
  - DODAAC — input value = **Y**
- GSA Region — input value = your reporting GSA Region
- DRMO DODAAC — input value = your reporting DODAAC
- Default Reimbursement Code

- Center Name
- Bldg
- Center Contact
- Phone
- Address (line 1)
- Prop Loc Fax
- Address (line 2)
- Rptng Inst Fax
- City
- State
- Zip
- Reporting Defaults
  - Mail Stop
  - Special Forms (site specific)
  - Binding (If Xerox) input values = **U, S,** or **V**
  - Distribution (site specific)
  - No of Copies (site specific)
  - Output Class (site specific)
  - Printer Destination (site specific)
  - Job Card
- Press **<Enter>**. NPDMS then displays a pop-up window (ND3050MB) for input of additional data.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
  ND3050MA / ND3050PA           CENTER PROFILE TABLE - 050              14:04:57
                                       A TB       ADD                    MSXXX

 Installation No: ****     FEDSTRIP AAC: ******         PDO Cust Acct No: ******
     PDO User No: ******     Agency Ind: ****         Agency/Bureau Code: ****
*****************************************************************************
ND3050MB    Additional Elements for Center Profile Table

                         SEMO Name:   ******************************
                          PDO Name:   ******************************
   NASA HQ Approving Official Name:   ******************************
     Survey Board Chairperson Name:   ******************************
        Survey Board Member Name 1:   ******************************
        Survey Board Member Name 2:   ******************************
        Survey Board Member Name 3:   ******************************

                          Enter 'C' to Cancel:  _

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

INPUT DATA

- SEMO Name
- PDO Name
- NASA HQ Approving Official Name
- Survey Board Chairperson Name
- Survey Board Member Name 1
- Survey Board Member Name 2
- Survey Board Member Name 3
- Cancel input value = **C**
- Press **<Enter>**. If not canceled in the pop-up window, then NPDMS displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record; otherwise the system returns you to the ND3050MA screen.

4.6.1.10.2 Change Center Profile

If Table Id input value = **050** and Selection value is **C**, NPDMS displays the Change screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3050MA / ND3050PA           CENTER PROFILE TABLE - 050               14:15:22
                                     CH TB      CHANGE                  MSXXX

Installation No: ****     FEDSTRIP AAC: ******         PDO Cust Acct No: ******
    PDO User No: ******     Agency Ind: ****         Agency/Bureau Code: ****
   Pickup Doc Generation Default (Y/N): *     No of Freeze Scrning Days: **
Reporting Install     GSA: *      DRMO: *     (Choose one by entering 'Y')
    GSA Region: **         DRMO DoDAAC: ******   Default Reimbursement Code: _
   Center Name: ************************************   Bldg: **********
Center Contact: ******************************         Phone:( *** ) *** - ****
       Address: ******************************  Prop Loc Fax:( *** ) *** - ****
                _____________________________ Rptng Inst Fax:( *** ) *** - ****
          City: ********************    State: **    Zip: ***** ____
REPORTING DEFAULTS: Mail Stop: *******     Special Forms: __________ Binding: *
Distribution: ****************************  No of Copies: **  Output Class: *
Printer Destination:  ********  Desc:
Job Card:
 ************************************************************************

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

INPUT DATA

All fields are protected except

- Installation No
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

INPUT DATA

- FEDSTRIP AAC — input value = your Center Fed AAC
- PDO Cust Acct No — input value = your Center default
- PDO User No — input value = your Center default
- Agency Ind
- Agency/Bureau Code
- Pickup Doc Generation Default — input value = **Y** or **N**
- No of Freeze Scrning Days — input value = your default value
- Reporting Install — input value = choose one only
- GSA — input value = **Y**

- DODAAC input value = **Y**
- GSA Region input value = your reporting GSA Region
- DRMO DODAAC input value = your reporting DODAAC
- Default Reimbursement Code
- Center Name
- Bldg
- Center Contact
- Phone
- Address (line 1)
- Prop Loc Fax
- Address (line 2)
- Rptng Inst Fax
- City
- State
- Zip
- Reporting Defaults
  - Mail Stop
  - Special Forms (site specific)
  - Binding (If Xerox) input values = **U, S,** or **V**
  - Distribution (site specific)
  - No of Copies (site specific)
  - Output Class (site specific)

- Printer Destination (site specific)
- Job Card

- Press **<Enter>**. NPDMS then displays a pop-up window (ND3050MB) for input of additional data.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3050MA / ND3050PA           CENTER PROFILE TABLE - 050              14:30:47
                                      CH TB      CHANGE                MSXXX

Installation No: XXXX     FEDSTRIP AAC: XXXXXX         PDO Cust Acct No: XXXXX*
    PDO User No: XXXXX*     Agency Ind: ****         Agency/Bureau Code: ****
   Pickup Doc Generation Default (Y/N): Y     No of Freeze Scrning Days: 14
Reporting Install     GSA: Y      DRMO: N     (Choose one by entering 'Y')
    GSA Region: XX         DRMO DoDAAC: SY2084   Default Reimbursement Code: _
   Cent
Center
             ND3050MB    Additional Elements for Center Profile Table

                                  SEMO Name:   XXXXXXXXXXXXX*****************
REPORTI                            PDO Name:   XXXXXXXXXXXXXX****************
Distrib     NASA HQ Approving Official Name:   XXXXXXXXXXXX******************
Printer       Survey Board Chairperson Name:   XXXXXXXXXXXXXXXXX*************
Job Car          Survey Board Member Name 1:   XXXXXXXXXX*******************
 //IRNP          Survey Board Member Name 2:   XXXXXXXXXXX******************
                Survey Board Member Name 3:   XXXXXXXXXXXXX*****************
Navigat
Enter-P                            Enter 'C' to Cancel:  _
      H
```

INPUT DATA

- SEMO Name
- PDO Name
- NASA HQ Approving Official Name
- Survey Board Chairperson Name
- Survey Board Member Name 1
- Survey Board Member Name 2
- Survey Board Member Name 3
- Cancel input value = **C**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Changed*' and remains on the Change screen for entry of the next record.

4.6.1.10.3 Delete Center Profile

Deletion of the Center Profile Table is not authorized.

INPUT DATA

- Table Id input value = 50 and Selection value is **D**.
- Press **<Enter>**. NPDMS then displays the message **'*No Delete Allowed for Center Profile Table*'** and the system remains on the Tables Menu screen.

4.6.1.10.4 Browse Center Profile Table

If Table Id input value = **050** and Selection value is **B**, NPDMS displays the Browse Screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3050PB               CENTER PROFILE BROWSE                 14:18:14
Valid ACT = D                           BRO TB                          MSXXX

                      AGENCY
 ACT    INST NO        IND      CENTER NAME
 ---    ----------    ------    ----------------------------------------
  _     XXXX                      MARSHALL SPACE FLIGHT CENTER
  _     XXXX                      MARSHALL SPACE FLIGHT CENTER - 81
                          *** END OF DATA ***







        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
```

DISPLAYED DATA

- Installation No
- Agency ID
- Center Name

INPUT DATA

The Start Value field represents the beginning Inst No to start the browse list. For example, if you know that the Inst No starts with 08, then enter 08 in the Start Value field.

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

If a Start Value is typed and enter is pressed, the Inst No browse list repositions to the Inst No entered or the next closest value after the Inst No. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Inst Nos will be displayed (if there are not 10 Inst Nos left to browse, then the remaining Inst Nos will be displayed). If you press PF19 orPF7, the previous 10 Inst Nos will be displayed.

INPUT DATA

- ACT input value = **D**
- Press **<Enter>**. The system displays the following screen with additional information about the selected Inst No:

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3050PB              CENTER PROFILE BROWSE                 14:18:14
                   CENTER PROFILE TABLE - ADDITIONAL DATA 1

  Installation No: XXXX     FEDSTRIP AAC: XXXXXX    PDO Cust Acct No: XXXXX
      PDO User No: XXXXX      Agency Ind:         Agency/Bureau Code:
     Pickup Doc Generation Default (Y/N): Y    No of Freeze Scrning Days: 14
  Reporting Install     GSA: Y      DRMO: N     (Choose one by entering 'Y')
      GSA Region: 04         DRMO DoDAAC: SY2084   Default Reimb Code:
     Center Name: MARSHALL SPACE FLIGHT CENTER             Bldg: XXXX
  Center Contact: XXXXXXXXXXXXXXX                   Phone:( XXX ) XXX - XXXX
         Address: MARSHALL SPACE FLIGHT CENTER    Loc Fax:( XXX ) XXX - XXXX
                  MAIL CODE XXXX                  Inst Fax:( XXX ) XXX - XXXX
             City: MSFC                    State: AL    Zip: XXXXX
  REPORTING DEFAULTS: Mail Stop: XXXX       Spc Forms:            Binding: U
  Dist: XXXXXXXXXXX                     No of Copies: 1   Output Class: D
  Printer Dest: XXXXXXXX  Desc:  LINE PRINTER XXXX
  Job Card:
   //IRNPDM JOB (MSIRMNPDM004,MG2),'PDM',CLASS=D,MSGCLASS=A,NOTIFY=MSXXX


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

DISPLAYED DATA

- Installation No
- FEDSTRIP AAC
- PDO Cust Acct No

- PDO User No
- Agency Ind
- Agency/Bureau Code
- Pickup Doc Generation Default
- No of Freeze Scrning Days
- Reporting Install
  - GSA
  - DRMO
- GSA Region
- DRMO DODAAC
- Default Reimbursement Code
- Center Name
- Bldg
- Center Contact
- Phone
- Address (line 1)
- Prop Loc Fax
- Rptng Inst Fax
- City
- State
- Reporting Defaults
  - Mail Stop
  - Special Forms (site specific)

  - Binding (If Xerox)

- Distribution
- No of Copies
- Output Class
- Printer Destination (site specific)
- Description
- Job Card
- Press **<Enter>**. NPDMS then displays the following window with more additional information about the selected Inst No:

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3050PB              CENTER PROFILE BROWSE                 14:18:14
                   CENTER PROFILE TABLE - ADDITIONAL DATA 1

  Installation No: XXXX     FEDSTRIP AAC: 804101    PDO Cust Acct No: XXXXX
                   CENTER PROFILE TABLE - ADDITIONAL DATA 2
                                                                          14
  Rep       ND3050MD    Additional Elements for Center Profile Table     Y')

                                SEMO Name:   XXXXXXXXXXXXXX
  Cen                            PDO Name:   XXXXXXXXXXXXXX             788
           NASA HQ Approving Official Name:   XXXXXXXXXXXX               511
             Survey Board Chairperson Name:   XXXXXXXXXXXXXXXXX          151
                Survey Board Member Name 1:   XXXXXXXXXX
  REP           Survey Board Member Name 2:   XXXXXXXXXXX                : U
  Dis           Survey Board Member Name 3:   XXXXXXXXXXXXXX
  Pri
  Job
   //IRNPDM JOB (MSIRMNPDM004,MG2),'PDM',CLASS=D,MSGCLASS=A,NOTIFY=MSXXX


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

DISPLAYED DATA

- SEMO Name
- PDO Name
- NASA HQ Approving Official Name
- Survey Board Chairperson Name
- Survey Board Member Name 1

- Survey Board Member Name 2
- Survey Board Member Name 3

Press **<Enter>**. NPDMS then re-displays the Center Profile Browse screen.

4.6.1.11 Report/Maintenance Selection Table

The Report/Maintenance Selection Table is used in conjunction with the NPDMS Report File to identify on-request reports, standard NPDMS batch reports, and batch maintenance jobs. Before a new report or maintenance job can be executed in NPDMS it must reside on this table. When the Report Selection or Maintenance Process subsystems are invoked, the available reports and maintenance jobs are read in from this table for selection. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-O4.5 for field definitions. There is one record per report or maintenance job in the Report/Maintenance Selection Table. This table should have limited user update authority.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **055** and the Enter Selection (**A, B, C,** or **D**). Then the Report/Maintenance Selection Table - 055 screen (ND3055MA) or the Report/Maintenance Table screen (ND3055MD) is displayed and the following occurs:

4.6.1.11.1 Add Report/Maintenance Selection

If Table Id input value = **055** and Selection value is **A**, NPDMS displays the Add screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3055MA / ND3055PA         RPT/MAINT SELECTION TABLE - 055           14:39:48
                                     A TB      ADD                     MSXXX

Job Type Determination      : *     (R=Report, M=Maintenance)
Report/Maintenance Job No   : ***   (Use 900 thru 999 for center uniques)
Report Execution Sequence No: ****  (Use 8000 thru 8999 for center uniques)
Allow Immediate Submission  : N     (Reserved for future use)

Description: ****************************************************************

-------  Required Inputs -------    ------ Criteria For Custom Inputs -------
Start Date : _  (O,R,B or Blank)    Criteria 1 ______________________________
End Date   : _  (O,R,B or Blank)    Criteria 2 ______________________________
No. of Days: _  (O,R,B or Blank)    Criteria 3 ______________________________
                                    Criteria 4 ______________________________
(O=On Request, R=Reg. Scheduled     Criteria 5 ______________________________
 B=Both, Blank=Not Required)


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

INPUT DATA

- Job Type Determination — input value = **R** or **M**
- Report/Maintenance Job No
- Report Execution Sequence No

NOTE: Input value for Report Execution Sequence No may not be 0001 or 9999.

- Allow Immediate Submission
- Description
- Start Date — input value = **O**n Request, **R**egularly Scheduled, **B**oth or **blank** (not required)
- End Date — input value = **O**n Request, **R**egularly Scheduled, **B**oth or **blank** (not required)
- No. of Days — input value = **O**n Request, **R**egularly Scheduled, **B**oth or **blank** (not required)

NOTE: The values assigned for the Start Date, End Date, and No. of Days determine that some modifiable fields are mandatory when scheduling a report in the Report Selection process (e.g., Begin Date). Refer to Section 4.5.1 Report Processing.

- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record. However, if the report existed was deleted while copies of the report remained scheduled, the following warning message displays.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3055MA / ND3055PA         RPT/MAINT SELECTION TABLE - 055           14:39:48
                                   A TB      ADD                       MSXXX
*****************************************************************************
ND3055MB                  W A R N I N G                           03/01/01

   This report is CURRENTLY scheduled on the report file.
This condition denotes that the table 55 record (the record
currently being added) for this report existed previously and
was deleted while there were still one or more copies of the
report scheduled to run.

   Therefore CAUTION must be exercised when assigning a
value to the No. of Days field.  It should match the value
assigned to this field prior to the record being deleted or
the value entered for the 'Number of Days' when the report was
scheduled MAY be interpreted incorrectly if a change is
attempted using the Update Standard Reports process.  Consult
with your ADP representative.

                  Press 'ENTER' to Continue
*****************************************************************************
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

- Press **<Enter>**.

4.6.1.11.2 Change Report/Maintenance Selection

If Table Id input value = **055** and Selection value is **C**, NPDMS displays the Change screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3055MA / ND3055PA         RPT/MAINT SELECTION TABLE - 055           14:56:59
                                     CH TB     CHANGE                  MSXXX

Job Type Determination      : *     (R=Report, M=Maintenance)
Report/Maintenance Job No   : ***   (Use 900 thru 999 for center uniques)
Report Execution Sequence No: ****  (Use 8000 thru 8999 for center uniques)
Allow Immediate Submission  : _     (Reserved for future use)

Description: ****************************************************************

-------  Required Inputs -------    ------ Criteria For Custom Inputs -------
Start Date : _  (O,R,B or Blank)    Criteria 1 ______________________________
End Date   : _  (O,R,B or Blank)    Criteria 2 ______________________________
No. of Days: _  (O,R,B or Blank)    Criteria 3 ______________________________
                                    Criteria 4 ______________________________
(O=On Request, R=Reg. Scheduled     Criteria 5 ______________________________
 B=Both, Blank=Not Required)


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

INPUT DATA

- Job Type Determination — input value = **R** or **M**
- Report/Maintenance Job No

NOTE: Job Type Determination and Report/Maintenance Job No cannot be changed. If the Job Type Determination and Report/Maintenance Job No are erroneous, the record must be removed through the “Delete Report/Maintenance Selection” process and corrected through the “Add Report/Maintenance Selection” process.

- Report Execution Sequence No

NOTE: Input value for Report Execution Sequence No may not be 0001 or 9999.

- Allow Immediate Submission
- Description
- Start Date — input value = **O**n Request, **R**egularly Scheduled, **B**oth or **blank** (not required)
- End Date — input value = **O**n Request, **R**egularly Scheduled, **B**oth or **blank** (not required)
- No. of Days — input value = **O**n Request,

Regularly Scheduled, **B**oth
or **blank** (not required)

NOTE: If the report is currently scheduled, the Number of Days field cannot be changed.

- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Changed*' and remains on the Change screen for entry of the next record.

4.6.1.11.3 Delete Report/Maintenance Selection

If Table Id input value = **055** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3055MA / ND3055PA         RPT/MAINT SELECTION TABLE - 055           15:05:49
                                    DE TB     DELETE                   MSXXX

Job Type Determination      : *     (R=Report, M=Maintenance)
Report/Maintenance Job No   : ***   (Use 900 thru 999 for center uniques)
Report Execution Sequence No: ****  (Use 8000 thru 8999 for center uniques)
Allow Immediate Submission  : _     (Reserved for future use)

Description: ****************************************************************

-------  Required Inputs -------    ------ Criteria For Custom Inputs -------
Start Date : _  (O,R,B or Blank)    Criteria 1 ______________________________
End Date   : _  (O,R,B or Blank)    Criteria 2 ______________________________
No. of Days: _  (O,R,B or Blank)    Criteria 3 ______________________________
                                    Criteria 4 ______________________________
(O=On Request, R=Reg. Scheduled     Criteria 5 ______________________________
 B=Both, Blank=Not Required)


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

INPUT DATA

All fields are protected except

- Job Type Determination input value = **R** or **M**
- Report/Maintenance Job No
- Press **<Enter>**. The system displays the following selected record field and the confirmation field:
- Report Execution Sequence No
- Allow Immediate Submission

- Description
- Start Date — input value = **O**n Request, **R**egularly Scheduled, **B**oth or **blank** (not required)
- End Date — input value = **O**n Request, **R**egularly Scheduled, **B**oth or **blank** (not required)
- No. of Days — input value = **O**n Request, **R**egularly Scheduled, **B**oth or **blank** (not required)

INPUT DATA

- Verify Delete — input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter next record or **PF17** to cancel the delete process.

4.6.1.11.4 Browse Report/Maintenance Selection Table

If Table Id input value = **055** and Selection value is **B**, NPDMS displays the Browse screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3055MD / ND3055PB      REPORT/MAINTENANCE SELECTION TABLE BROWSE      15:13:54
Valid ACT = D                            BRO TB                         MSXXX

        INST
 ACT     NO   TYPE  SEQ   DESCRIPTION
 ---    ----  ----  ---   ----------------------------------------------------
  _     0808    M   100   NSMS BATCH INTERFACE
  _     0808    M   200   ERN AND SERIAL NUMBER RESET
  _     0808    M   300   BATCH AUDIT REPORT
  _     0808    M   610   SET PRE-INVENTORY DATE
  _     0808    R   001   AWAITING PICKUP REPORT
  _     0808    R   002   PENDING GSA ACKNOWLEDGEMENT
  _     0808    R   003   SALES LISTING
  _     0808    R   004   ITEMS REPORTED TO GSA OVER 180 DAYS
  _     0808    R   005   FOREIGN SCREENING REPORT
  _     0808    R   006   FREEZE STATUS REPORT
        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
```

DISPLAYED DATA

- Inst No
- Type
- Seq
- Description

INPUT DATA

The Start Value field represents the beginning Inst No/Type/Seq to start the browse list. For example, if you know that the Inst No starts with 0808 and the Type starts with M, then enter 0808 and M in the Start Value field.

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

If a Start Value is typed and enter is pressed, the Report/Maintenance browse list repositions to the Inst No/Type/Seq entered or the next closest value after the Inst No/Type/Seq. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Inst Nos/Types/Seqs will be displayed (if there are not 10 Inst Nos/Types/Seqs left to browse, then the remaining Inst Nos/Types/Seqs will be displayed). If you press PF19 or PF7, the previous 10 Inst Nos/Types/Seqs will be displayed.

INPUT DATA

- ACT input value = **D**
- Press **<Enter>**. The system then displays the following screen with additional information about the Selected Inst No:

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3055MD / ND3055PB      REPORT/MAINTENANCE SELECTION TABLE BROWSE      15:13:54
Valid ACT = D                          BRO TB                           MSXXX
                   REPORT/MAINTENANCE TABLE - ADDITIONAL DATA

  Job Type Determination      : M    (R=Report, M=Maintenance)
  Report/Maintenance Job No   : 610  (Use 900 thru 999 for center uniques)
  Report Execution Sequence No: 100  (Use 8000 thru 8999 for center uniques)
  Allow Immediate Submission  :      (Reserved for future use)
  Description: SET PRE-INVENTORY DATE

  -------  Required Inputs -------  ------ Criteria For Custom Inputs -------
  Start Date :    (O,R,B or Blank)  Criteria 1
  End Date   :    (O,R,B or Blank)  Criteria 2
  No. of Days:    (O,R,B or Blank)  Criteria 3
  (O=On Request, R=Reg. Scheduled   Criteria 4
   B=Both, Blank=Not Required)      Criteria 5



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

DISPLAYED DATA

- Job Type Determination
- Report/Maintenance Job No
- Report Execution Sequence No
- Allow Immediate Submission
- Description
- Required Inputs
  - Start Date
  - End Date
  - No of Days
- Press **<Enter>**. NPDMS then re-displays the Report/Maintenance Selection Table Browse screen.

4.6.1.12 Shelf Life Type I Table

The Shelf Life Type I Table is used for the verification of valid Shelf Life Types and the retrieval of specific Shelf Life time limit information on a particular type of

property for transferring to the DRMO. Refer to the Shelf Life Type II Table, Section 4.6.1.13, for time extension data. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per Shelf Life Type in the Shelf Life Type I Table.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **060** and the Enter Selection (**A, B, C,** or **D**). Then the Shelf Life Type I Table - 060 screen (ND3060MA) or the Shelf Life Type I Table screen (ND3001MB) is displayed and the following occurs:

4.6.1.12.1 Add Shelf Life Type I

If Table Id input value = **060** and Selection value is **A**, NPDMS displays the Add screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3060MA / ND3060PA          SHELF LIFE TYPE I TABLE - 060             15:27:31
                                    A TB       ADD                      MSXXX



Shelf Life Code   -    Type:  *

Shelf Life Period:     **    (0 = Non-Deteriorative,
    (Months)                  X = Greater than 60 months)









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

INPUT DATA

- Shelf Life Code - Type
- Shelf Life Period

  (Months)
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.12.2 Change Shelf Life Type I

If Table Id input value = **060** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3060MA / ND3060PA         SHELF LIFE TYPE I TABLE - 060             15:30:00
                                   CH TB      CHANGE                   MSXXX



Shelf Life Code   -    Type:  *

Shelf Life Period:     **    (0 = Non-Deteriorative,
    (Months)                  X = Greater than 60 months)









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

INPUT DATA

All fields are protected except

- Shelf Life Code - Type
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: Shelf Life Code cannot be changed. If the Shelf Life Code is erroneous, the record must be removed through the “Delete Shelf Life Type I” process and corrected through the “Add Shelf Life Type I” process.

INPUT DATA

- Shelf Life Period
  (Months)
- Press **<Enter>**. NPDMS then displays the message ‘*Record Successfully Changed*’ and remains on the Change screen for entry of the next record.

4.6.1.12.3 Delete Shelf Life Type I

If Table Id input value = **060** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3060MA / ND3060PA         SHELF LIFE TYPE I TABLE - 060             15:41:44
                                  DE TB      DELETE                    MSXXX



Shelf Life Code   -    Type:  *

Shelf Life Period:     **    (0 = Non-Deteriorative,
    (Months)                  X = Greater than 60 months)









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

INPUT DATA

All fields are protected except

- Shelf Life Code - Type
- Press **<Enter>**. The system displays the following selected record field and the confirmation field:
- Shelf Life Period
  (Months)

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter the next record or **PF17** to cancel the delete process.

4.6.1.12.4 Browse Shelf Life Type I Table

If Table Id input value = **060** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MB / ND3060PB             SHELF LIFE TYPE I BROWSE               08:45:41
                                       BRO TB                          MSXXX

   SHELF LIFE  DURATION
      TYPE      PERIOD
   ----------   ------
   A              55
   B              60
   C              45
   D              4
   E              5
   F              6
   G              09
   H              12
   J              15
   K              18
   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
```

DISPLAYED DATA

- Shelf Life Code Type
- Shelf Life Period (months)

INPUT DATA

Start Value field represents the beginning Shelf Life Type to start the Browse list. For example, if you know that the Shelf Life Type starts with A, then enter A in the Start Value field.

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

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

4.6.1.13 Shelf Life Type II Table

The Shelf Life Type II Table is used for the verification of valid Shelf Life Types and the retrieval of specific Shelf Life extension time limit information on a

particular type of property for transferring to the DRMO. This table only contains time extension data, whereas the Shelf Life Type I Table holds the overall time limit data. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-O4.5 for field definitions. There is one record per Shelf Life Type in the Shelf Life Type II Table.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **062** and the Enter Selection (**A, B, C,** or **D**). Then the Shelf Life Type II Table - 062 screen (ND3062MA) or the Shelf Life Type II Table screen (ND3001MB) is displayed and the following occurs:

4.6.1.13.1 Add Shelf Life Type II

If Table Id input value = **062** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3060MA / ND3062PA         SHELF LIFE TYPE II TABLE - 062            08:47:55
                                   A TB       ADD                      MSXXX




Shelf Life Code   -    Type:  *

Shelf Life Period:     **    (0 = Non-Deteriorative,
    (Months)                  X = Greater than 60 months)









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

INPUT DATA

- Shelf Life Code - Type

- Shelf Life Period
  (Months)

- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.13.2 Change Shelf Life Type II

If Table Id input value = **062**, and Selection value is **C**, NPDMS displays the Changed screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3060MA / ND3062PA         SHELF LIFE TYPE II TABLE - 062            08:49:21
                                  CH TB      CHANGE                    MSXXX




Shelf Life Code   -    Type:  *

Shelf Life Period:     **    (0 = Non-Deteriorative,
    (Months)                  X = Greater than 60 months)









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

INPUT DATA

All fields protected except

- Shelf Life Code - Type

- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: Shelf Life Code cannot be changed. If the Shelf Life Code is erroneous, the record must be removed through the "Delete Shelf Life Type II" process and corrected through the "Add Shelf Life Type II" process.

INPUT DATA

- Shelf Life Period

  (Months)

- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Changed*' and remains on the Change screen for entry of the next record.

4.6.1.13.3 Delete Shelf Life Type II

If Table Id input value = **062** and Selection value is **D**, NPDMS displays the Delete screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3060MA / ND3062PA          SHELF LIFE TYPE II TABLE - 062            08:51:06
                                    DE TB      DELETE                    MSXXX




Shelf Life Code   -    Type:  *

Shelf Life Period:     **    (0 = Non-Deteriorative,
    (Months)                  X = Greater than 60 months)









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

INPUT DATA

- Shelf Life Code - Type
- Press **<Enter>**. The system displays the following selected record field and the confirmation field:
- Shelf Life Period

  (Months)

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter the next record or **PF17** to cancel the delete process.

4.6.1.13.4 Browse Shelf Life Type II Table

If Table Id input value = **062** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MB / ND3062PB             SHELF LIFE TYPE II BROWSE              08:53:38
                                       BRO TB                          MSXXX

   SHELF LIFE   DURATION
      TYPE       PERIOD
   ----------    ------
   B               44
   B               44
   D               44
   X               X
   1               0
   2               X
   3               49
   4               12
   4               44
   5               18
   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
```

DISPLAYED DATA

- Shelf Life Code Type
- Shelf Life Period (months)

INPUT DATA

The Start Value field represents the beginning Shelf Lift Type to start the browse list. For example, if you know that the Shelf Life Type starts with A, then enter A in the Start Value field.

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

If a Start Value is typed and enter is pressed, the Shelf Life Type browse list repositions to the Shelf Life Type entered or the next closest value after the Shelf Life Type. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Shelf Life Types will be displayed (if there are not 10 Shelf Life Types left to browse, then the remaining Shelf Life Types will be displayed). If you press PF19 or PF7, the previous 20 Shelf Life Types will be displayed.

4.6.1.14 Hazardous Materials Code Table

The Hazardous Materials Code Table is used by NPDMS for the verification of valid Hazardous Materials Codes and the retrieval of specific Hazardous Materials information. Hazardous Materials Codes identify explosives and other dangerous articles that require special handling during shipment. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per Hazardous Materials Code in the Hazardous Materials Code Table. This table should have limited user update authority.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **065** and the Enter Selection (**A, B, C,** or **D**). Then the Hazardous Materials Code Table - 065 screen (ND3065MA) or the Hazardous Materials Code Table screen (ND3005MB) is displayed and the following occurs:

4.6.1.14.1 Add Hazardous Materials Code

If Table Id input value = **065** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3065MA / ND3065PA      HAZARDOUS MATERIALS CODE TABLE - 065         08:57:23
                                    A TB       ADD                     MSXXX



Haz Mat Code: **

 Explanation: ************************************************************
              ____________________________________________________________
              ____________________________________________________________
              ____________________________________________________________





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

INPUT DATA

- Haz Mat Code
- Explanation (Description)
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.14.2 Change Hazardous Materials Code

If Table Id input value = **065** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3065MA / ND3065PA      HAZARDOUS MATERIALS CODE TABLE - 065         09:00:34
                                    CH TB      CHANGE                  MSXXX



Haz Mat Code: **

 Explanation: ************************************************************
              ____________________________________________________________
              ____________________________________________________________
              ____________________________________________________________





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

INPUT DATA

All fields are protected except

- Haz Mat Code
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: Haz Mat Code cannot be changed. If the Haz Mat Code is erroneous, the record must be removed through the "Delete Hazardous Materials Code" process and corrected through the "Add Hazardous Materials Code" process.

INPUT DATA

- Explanation (Description)
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Changed*' and remains on the Change screen for entry of the next record.

4.6.1.14.3 Delete Hazardous Materials Code

If Table Id input value = **065** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3065MA / ND3065PA      HAZARDOUS MATERIALS CODE TABLE - 065         09:02:23
                                     DE TB      DELETE                 MSXXX



Haz Mat Code: **

 Explanation: ************************************************************
              ____________________________________________________________
              ____________________________________________________________
              ____________________________________________________________





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

INPUT DATA

All fields are protected except

- Haz Mat Code
- Press **<Enter>**. The system displays the following selected record fields and the confirmation field:
- Explanation (Description)
- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter the next record or **PF17** to cancel the delete process.

4.6.1.14.4 Browse Hazardous Materials Code Table

If Table Id input value = **065** and Selection value is **B**, NPDMS displays the Browse screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3065PB       HAZARDOUS MATERIALS CODE TABLE BROWSE         09:20:46
Valid ACT = D                           BRO TB                          MSXXX

        HAZARDOUS
 ACT    MAT CODE     EXPLANATION
 ---    ----------   -------------------------------------------------------
  _     AB             AMMUNITION FOR CANNON WITH EXPLOSIVE PROJECTILE, C
  _     AC             AMMUNITION FOR CANNON WITH GAS PROJECTILE, CLASS A
  _     AD             AMMUNITION FOR CANNON WITH ILLUMINATING PROJECTILE
  _     AE             AMMUNITION FOE CANNON WITH INCENDIARY PROJECTILE,
  _     AF             AMMUNITION FOR CANNON WITH INERT-LOADED PROJECTILE
  _     AG             AMMUNITION FOR CANNON WITH SMOKE PROJECTILE, CLASS
  _     AH             AMMUNITION FOR CANNON WITH SOLID PROJECTILE, CLASS
  _     AI             AMMUNITION FOR CANNON WITHOUT PROJECTILE, CLASS B
  _     AJ             CHLOROPICRIN LIQUID, POISON B
  _     AK             AMMUNITION FOR SMALL ARMS WITHEXPLOSIVE PROJECTILE
        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
```

DISPLAYED DATA

- Haz Mat Code
- Explanation (Description)

INPUT DATA

The Start Value field represents the beginning Hazardous Materials Code to start the browse list. For example, if you know that the Hazardous Materials Code starts with AB, then enter AB in the Start Value field.

- Start Value
- Press **<Enter>, PF17** or **PF7, PF20** or **PF8**.

If a Start Value is typed and enter is pressed, the Hazardous Materials Code browse list repositions to the Hazardous Materials Code entered or the next closest value after the Hazardous Materials Code. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Hazardous Materials Codes will be displayed (if there are not 10 Hazardous Materials Codes left to browse, then the remaining Hazardous Materials Codes will be

displayed). If you press PF19 or PF7, the previous 10 Hazardous Materials Codes will be displayed.

INPUT DATA

- ACT input value = **D**
- Press **<Enter>**. The system displays the following screen with additional information about the selected Hazardous Materials Code.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3065PB      HAZARDOUS MATERIALS CODE TABLE BROWSE         09:20:46
Valid ACT = D                          BRO TB                          MSXXX
                  HAZARDOUS MATERIAL CODE - ADDITIONAL DATA

   Haz Mat Code: AC

   Explanation: AMMUNITION FOR CANNON WITH GAS PROJECTILE, CLASS A EXPLOSIVE









  _     AJ             CHLOROPICRIN LIQUID, POISON B
  _     AK             AMMUNITION FOR SMALL ARMS WITHEXPLOSIVE PROJECTILE
        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
```

DISPLAYED DATA

- Haz Mat Code
- Explanation (Description)
- Press **<Enter>**. NPDMS then re-displays the Hazardous Materials Code Table Browse screen.

4.6.1.15 Controlled Inventory Item Code Table

The Controlled Inventory Item Code Table is used by NPDMS for the verification of valid DRMO Controlled Inventory Item Codes and the retrieval of specific Controlled Inventory Item information when transferring to the DRMO. Controlled Inventory Item Codes indicate the security classification and/or security risk or pilferage controls for the storage and transportation of property. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one

record per DRMO Controlled Inventory Item Code in the Controlled Inventory Item Table. This table should have limited user update authority.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **070** and the Enter Selection (**A, B, C,** or **D**). Then the Controlled Inventory Item Code Table - 070 screen (ND3070MA) or the Controlled Inventory Item Code Table screen (ND3001MB) is displayed and the following occurs:

4.6.1.15.1 Add Controlled Inventory Item Code

If Table Id input value = **070** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3070MA / ND3070PA   CONTROLLED INVENTORY ITEM CODE TABLE - 070      09:24:03
                                    A TB       ADD                     MSXXX



Controlled Inventor Item Code: *

Explanation:

 ******************************************************************************







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

INPUT DATA

- Controlled Inventory Item Code
- Explanation (Description)

- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.15.2 Change Controlled Inventory Item Code

If Table Id input value = **070** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3070MA / ND3070PA   CONTROLLED INVENTORY ITEM CODE TABLE - 070      09:26:52
                                     CH TB      CHANGE                 MSXXX




Controlled Inventory Item Code: *

Explanation:

 ******************************************************************************









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

INPUT DATA

All fields protected except

- Controlled Inventory Item Code
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: Controlled Inventory Item Code cannot be changed. If the Controlled Inventory Item Code is erroneous, the record must be removed through the "Delete Controlled Inventory Item Code" process and corrected through the "Add Controlled Inventory Item Code" process.

INPUT DATA

- Explanation (Description)
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Changed*' and remains on the Change screen for entry of the next record.

4.6.1.15.3 Delete Controlled Inventory Item Code

If Table Id input value = **070** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3070MA / ND3070PA   CONTROLLED INVENTORY ITEM CODE TABLE - 070      09:29:59
                                    DE TB      DELETE                  MSXXX



Controlled Inventor Item Code: *

Explanation:

 ******************************************************************************



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

INPUT DATA

All fields are protected except

- Controlled Inventory Item Code
- Press **<Enter>**. The system displays the following selected record field and the confirmation field:
- Explanation (Description)

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter the next record or **PF17** to cancel the delete process.

4.6.1.15.4 Browse Controlled Inventory Item Code Table

If Table Id input value = **070** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MB / ND3070PB    CONTROLLED INVENTORY ITEM CODE TABLE BROWSE     09:31:35
                                      BRO TB                           MSXXX

   CONTROLLED
    INV CODE    EXPLANATION
   ----------   ------------------------------------------------------------
   A            CONFIDENTIAL - FORMERLY RESTRICTED DATA
   B            CONFIDENTIAL - RESTRICTED DATA
   C            CONFIDENTIAL
   D            CONFIDENTIAL - CRYPTOLOGIC
   E            SECRET - CRYPTOLOGIC
   F            TOP SECRET - CRYPTOLOGIC
   G            SECRET - FORMERLY RESTRICTED DATA
   H            SECRET - RESTRICTED DATA
   I            AIRCRAFT ENGINE EQUIPMENT AND PARTS
   J            PILFERAGE
   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
```

DISPLAYED DATA

- Controlled Inventory Item Code
- Explanation (Description)

INPUT DATA

The Start Value field represents the beginning Controlled Inventory Item Code to start the browse list. For example, if you know that the Controlled Inventory Item Code starts with **A**, then enter **A** in the Start Value field.

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

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

4.6.1.16 ADPE Identification Code Table

The ADPE Identification Code Table is used by NPDMS for the verification of valid ADPE Identification Codes and the retrieval of specific ADPE Identification information when transferring to the DRMO. ADPE Identification Codes identify the category of Automated Data Processing Equipment and associated supplies and equipment. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per ADPE Identification Code in the ADPE Identification Code Table.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **075** and the Enter Selection (**A, B, C,** or **D**). Then the ADPE Identification Code Table - 075 screen (ND3075MA) or the ADPE Identification Code Table screen (ND3001MB) is displayed and the following occurs:

4.6.1.16.1 Add ADPE Identification Code

If Table Id input value = **075** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3075MA / ND3075PA      ADPE IDENTIFICATION CODE TABLE - 075         09:37:13
                                     A TB       ADD                    MSXXX



ADPE Identification Code: *

Explanation:

    ************************************************************
    ____________________________________________________________




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

INPUT DATA

- ADPE Identification Code
- Explanation
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.16.2 Change ADPE Identification Code

If Table Id input value = **075** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3075MA / ND3075PA      ADPE IDENTIFICATION CODE TABLE - 075         09:40:44
                                     CH TB      CHANGE                 MSXXX



ADPE Identification Code: *

Explanation:

    ************************************************************
    ____________________________________________________________




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

INPUT DATA

All fields are protected except

- ADPE Identification Code
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: ADPE Identification Code cannot be changed. If the ADPE Identification Code is erroneous, the record must be removed through the "Delete ADPE Identification Code" process and corrected through the "Add ADPE Identification Code" process.

INPUT DATA

- Explanation
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Changed*' and remains on the Change screen for entry of the next record.

4.6.1.16.3 Delete ADPE Identification Code

If Table Id input value = **075** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3075MA / ND3075PA      ADPE IDENTIFICATION CODE TABLE - 075         09:42:18
                                     DE TB      DELETE                 MSXXX



ADPE Identification Code: *

Explanation:

    ************************************************************
    ____________________________________________________________




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

INPUT DATA

All fields are protected except

- ADPE Identification Code
- Press **<Enter>**. The system displays the following selected record fields and the confirmation field:
- Explanation

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted*' and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter the next record or **PF17** to cancel the delete process.

4.6.1.16.4 Browse ADPE Identification Code Table

If Table Id input value = **075** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MB / ND3075PB          ADPE IDENTIFICATION CODE BROWSE           09:44:20
                                   BRO TB                              MSXXX


   ADPE ID     EXPLANATION
   -------     ---------------------------------------------------------------
   0           ITEM WITH NO ADP COMPONENTS

   1           PERSONAL COMPUTER

   2           DIGITAL CPU, ADP CENTRAL PROCESSING UNITS FOR COMPUTERS

   3           HYBRID CPU, ADP CENTRAL PROCESSING UNITS FOR COMPUTERS

   4           ADPE INPUT/OUTPUT AND STORAGE DEVICES USED TO CONTROL AND TR
               ANSFER INFORMATION TO AND FROM A CPU
   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
```

DISPLAYED DATA

- ADPE Identification Code
- Explanation

INPUT DATA

The Start Value field represents the beginning ADPE Id to start the browse list. For example, if you know that the ADPE Id starts with 1, then enter 1 in the Start Value field.

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

If a Start Value is typed and enter is pressed, the ADPE Id list repositions to the ADPE Id entered or the next closest value after the ADPE Id. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 5 ADPE Ids will be displayed (if there are not 5 ADPE Ids left to browse, then the remaining ADPE Ids will be displayed).

4.6.1.17 Precious Metals Code Table

The Precious Metals Code Table is used by NPDMS for the verification of valid Precious Metals Codes and the retrieval of specific Precious Metals information when transferring to the DRMO. The Precious Metals Property Codes identify types and content value of precious metals contained in the property undergoing disposition. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per Precious Metals Code in the Precious Metals Code Table.

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.

Once the Table Menu is displayed, action is performed based on the input of Table Id **080** and the Enter Selection (**A, B, C,** or **D**). Then the Precious Metals Code Table - 080 screen (ND3080MA) or the Precious Metals Code Table screen (ND3001MB) is displayed and the following occurs:

4.6.1.17.1 Add Precious Metals Code

If Table Id input value = **080** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3080MA / ND3080PA        PRECIOUS METALS CODE TABLE - 080           09:51:19
                                     A TB      ADD                     MSXXX




Precious Metals Code: *

   Precious Metals    ************************************************
 Content Description: ________________________________________________



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

INPUT DATA

- Precious Metals Code
- Precious Metals Content Description
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added'* and remains on the Add screen for entry of the next record.

4.6.1.17.2 Change Precious Metals Code

If Table Id input value = **080** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3080MA / ND3080PA        PRECIOUS METALS CODE TABLE - 080           09:53:45
                                     CH TB     CHANGE                  MSXXX




Precious Metals Code: *

   Precious Metals    ************************************************
 Content Description: ________________________________________________



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

INPUT DATA

All fields are protected except

- Precious Metals Code
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: Precious metals code cannot be changed. If the precious metals code is erroneous, the record must be removed through the ”delete precious metals code” process and corrected through the ”add precious metals code” process.

INPUT DATA

- Precious Metals Content Description
- Press **<Enter>**. NPDMS then displays the message ’*Record Successfully Changed’* and remains on the Change screen for entry of the next record.

4.6.1.17.3 Delete Precious Metals Code

If Table Id input value = **080** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3080MA / ND3080PA        PRECIOUS METALS CODE TABLE - 080           09:55:30
                                     DE TB     DELETE                   MSXXX




Precious Metals Code: *

   Precious Metals    ************************************************
 Content Description: ________________________________________________



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

INPUT DATA

All fields are protected except

- Precious Metals Code
- Press **<Enter>**. The system displays the following selected record field and the confirmation field:
- Precious Metals Content Description

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted'* and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter next record or **PF17** to cancel the delete process.

4.6.1.17.4 Browse Precious Metals Code Table

If Table Id input value = **080** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MB / ND3080PB            PRECIOUS METALS CODE BROWSE             09:58:09
                                       BRO TB                          MSXXX
   PRECIOUS
   METALS CD   PRECIOUS METALS CONTENT DESCRIPTION
   ---------   ---------------------------------------------------------------

   A           NO KNOWN PRECIOUS METALS

   B           ITEM IS KNOWN TO CONTAIN PRECIOUS METAL(S) BUT THE
                AMOUNT(S) IS UNKNOWN
   C           PRESENCE OR ABSENCE OF PRECIOUS METALS VARIES BETW
               EEN ITEMS OF PRODUCTION FOR THE SAME SUPPLY ITEM
   D           SILVER, EQUALS 15 GRAMS OR MORE

   E           SILVER, LESS THAN 15 GRAMS

   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
```

DISPLAYED DATA

- Precious Metals Code
- Precious Metals Content Description

INPUT DATA

The Start Value field represents the beginning Precious Metals Code to start the browse list. For example, if you know that the Precious Metals Code starts with A, then enter A in the Start Value field.

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

If a Start Value is typed and enter is pressed, the Precious Metals Code list repositions to the Precious Metals Code entered or the next closest value after the Precious Metals Code. If a Start Value is not entered and enter is pressed or if PF20 or PF8 is pressed, the next 5 Precious Metals Codes will be displayed (if there are not 5 Precious Metals Codes left to browse then the remaining Precious Metals Codes will be displayed). If you press PF19 or PF7, the previous 5 Precious Metals Codes will be displayed.

4.6.1.18 Materiel Management Aggregation Code Table

The Materiel Management Aggregation Code Table is used for the verification of valid Materiel Management Aggregation Property Codes and the retrieval of specific logistic information for reporting purposes as defined in *AF67—1 Manual*. These codes designate materiel management responsibility. A separate code is assigned to each segment or category of materiel, which is to be managed and reported as a separate logistics program. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per Materiel Management Aggregation Property Code in the Materiel Management Aggregation Code Table. This table is maintained and populated by the installation with limited user update authority.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **085** and the Enter Selection (**A**, **B**, **C**, or **D**). Then the Materiel Management Aggregation Code Table - 085 screen (ND3085MA) or the Material Management Aggregation Code Table screen (ND3001MB) is displayed and the following occurs:

4.6.1.18.1 Add Materiel Management Aggregation Code

If Table Id input value = **085** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3085MA / ND3085PA MATERIEL MANAGEMENT AGGREGATION CODE TABLE - 085  10:02:00
                                     A TB      ADD                     MSXXX



Materiel Management Aggregation Code: **


MMAC Nomenclature:

 ****************************************************************************


MMAC Manager: __________




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

INPUT DATA

- Materiel Management Aggregation Code
- MMAC Nomenclature
- MMAC Manager
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added'* and remains on the Add screen for entry of the next record.

4.6.1.18.2 Change Materiel Management Aggregation Code

If Table Id input value = **085** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3085MA / ND3085PA MATERIEL MANAGEMENT AGGREGATION CODE TABLE - 085  10:03:14
                                      CH TB     CHANGE                MSXXX



Materiel Management Aggregation Code: **


MMAC Nomenclature:

 ****************************************************************************


MMAC Manager: __________




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

INPUT DATA

All fields are protected except

- Materiel Management Aggregation Code
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: Materiel Management Aggregation Code cannot be changed. If the Materiel Management Aggregation Code is erroneous, the record must be removed through the ”Delete Materiel Management Aggregation Code” process and corrected through the ”Add Materiel Management Aggregation Code” process.

INPUT DATA

- MMAC Nomenclature
- MMAC Manager
- Press **<Enter>**. NPDMS then displays the message ’*Record Successfully Changed*’ and remains on the Change screen for entry of the next record.

4.6.1.18.3 Delete Materiel Management Aggregation Code

If Table Id input value = **085** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3085MA / ND3085PA MATERIEL MANAGEMENT AGGREGATION CODE TABLE - 085  10:10:02
                                      DE TB     DELETE                MSXXX


Materiel Management Aggregation Code: **

MMAC Nomenclature:

 ****************************************************************************

MMAC Manager: __________




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

INPUT DATA

All fields are protected except

- Materiel Management Aggregation Code
- Press **<Enter>**. The system displays the following selected record fields

and the confirmation field:

- MMAC Nomenclature
- MMAC Manager

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted'* and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter next record or **PF17** to cancel the delete process.

4.6.1.18.4 Browse Materiel Management Aggregation Code Table

If Table Id input value = **085** and Selection value is **B**, NPDMS displays the Browse screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MB / ND3085PB    MATERIAL MANAGEMENT AGGREGATION CODE BROWSE     10:19:11
                                        BRO TB                          MSXXX

   MMAC/          MMAC
   NOMENCLATURE   MANAGER
   ------------   -------
   AA             WR/MMI
       AIM-4A
   AB             WR/MMI
       AIM-9B
   AC             SM/MMI
       AGM-16
   AD             SM/MMI
       BURNER/437
   AE             OO/MMI
       LGM-25C
   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
```

DISPLAYED DATA

- Material Management Aggregation Code
- MMAC Manager

- MMAC Nomenclature

INPUT DATA

The Start Value field represents the beginning Material Management Aggregation Code to start the browse list. For example, if you know that the Material Management Aggregation Code starts with A, then enter A in the Start Value field.

- Start Value

- Press <Enter>, PF19 or PF7, PF20 or PF8.

If a Start Value is typed and enter is pressed, the Material Management Aggregation Code list repositions to the Material Management Aggregation Code entered or the next closest value after the Material Management Aggregation Code. If a Start Value is not entered and enter is pressed or if PF20 or PF8 is pressed, the next 5 Material Management Aggregation Codes will be displayed (if there are not 5 Material Management Aggregation Codes left to browse then the remaining Material Management Aggregation Codes will be displayed). If you press PF19 or PF7, the previous 5 Material Management Aggregation Codes will be displayed.

4.6.1.19 DRMO Disposal Authority Code Table

The DRMO Disposal Authority Code Table is used by NPDMS for the verification of valid DRMO Disposal Authority Codes and the retrieval of specific Disposal Authority information when transferring to the DRMO. DRMO Disposal Authority Codes indicate that property transferred to a DRMO are authorized to be transferred for disposal based on instructions of the IMM/ICP. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per DRMO Disposal Authority Code in the DRMO Disposal Authority Code Table.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **090** and the Enter Selection (**A**, **B**, **C**, or **D**). Then the DRMO Disposal

Authority Code Table - 090 screen (ND3090MA) or the DRMO Disposal Authority Code Table screen (ND3005MB) is displayed and the following occurs:

4.6.1.19.1 Add DRMO Disposal Authority Code

If Table Id input value = **090** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3090MA / ND3090PA    DRMO DISPOSAL AUTHORITY CODE TABLE - 090       10:21:56
                                      A TB       ADD                    MSXXX



DRMO Disposal Authority Code: *

Explanation: ************************************************************
             ____________________________________________________________
             ____________________________________________________________
             ____________________________________________________________





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

INPUT DATA

- DRMO Disposal Authority Code input value = **M**, **N** or **R**
- Explanation (Description)
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added'* and remains on the Add screen for entry of the next record.

4.6.1.19.2 Change DRMO Disposal Authority Code

If Table Id input value = **090** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3090MA / ND3090PA    DRMO DISPOSAL AUTHORITY CODE TABLE - 090       10:24:28
                                      CH TB      CHANGE                MSXXX



DRMO Disposal Authority Code: *

Explanation: ************************************************************
             ____________________________________________________________
             ____________________________________________________________
             ____________________________________________________________





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

INPUT DATA

All fields are protected except

- DRMO Disposal Authority Code input value = **M**, **N** or **R**
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: DRMO Disposal Authority Code cannot be changed. If the DRMO Disposal Authority Code is erroneous, the record must be removed through the ”Delete DRMO Disposal Authority Code” process and corrected through the ”Add DRMO Disposal Authority Code” process.

INPUT DATA

- Explanation (Description)
- Press **<Enter>**. NPDMS then displays the message ’*Record Successfully Changed*’ and remains on the Change screen for entry of the next record.

4.6.1.19.3 Delete DRMO Disposal Authority Code

If Table Id input value = **090** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3090MA / ND3090PA    DRMO DISPOSAL AUTHORITY CODE TABLE - 090       10:27:24
                                      DE TB      DELETE                MSXXX



DRMO Disposal Authority Code: *

Explanation: ************************************************************
             ____________________________________________________________
             ____________________________________________________________
             ____________________________________________________________





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

INPUT DATA

All fields are protected except

- DRMO Disposal Authority Code input value = **M**, **N** or **R**
- Press **<Enter>**. The system displays the following selected record field and the confirmation field:
- Explanation (Description)

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted'* and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter next record or **PF17** to cancel the delete process.

4.6.1.19.4 Browse DRMO Disposal Authority Code Table

If Table Id input value = **090** and Selection value is **B**, NPDMS displays the Browse screen.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3090PB       DRMO DISPOSAL AUTHORITY CODE TABLE BROWSE      10:29:39
Valid ACT = D                            BRO TB                          MSXXX

        DISPOSAL
 ACT      CODE       EXPLANATION
 ---    ----------   -------------------------------------------------------
  _     M              ITEMS ARE IMM/ICP STOCKS AND ARE BEING TRANSFERRED TO D
  _     N              ITEMS ARE NOT REPORTABLE BY VIRTUE OF AN EXCLUSION TO T
  _     R              ITEMS HAVE BEEN REPORTED TO THE IMM/ICP UNDER MILSTRIP
                          *** END OF DATA ***





        Start Value
        __________ (Enter Full or Partial Browse Value)

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

DISPLAYED DATA

- DRMO Disposal Authority Code
- Explanation (Description)

INPUT DATA

The Start Value field represents the beginning DRMO Disposal Authority Code to start the browse list. For example, if you know that the DRMO Disposal Authority Code starts with A, then enter A in the Start Value field.

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

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

INPUT DATA

- ACT input value = D

- Press **<Enter>**. The system displays the following screen with additional information about the selected DRMO Disposal Authority Code:

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3090PB      DRMO DISPOSAL AUTHORITY CODE TABLE BROWSE      10:31:07
Valid ACT = D                            BRO TB                         MSXXX

                    DRMO DISPOSAL AUTHORITY - ADDITIONAL DATA

   DRMO Disposal Authority Code: M

   Explanation:
            ITEMS ARE IMM/ICP STOCKS AND ARE BEING TRANSFERRED TO DISPOSAL
             BY AUTHORITY OF THE RESPONSIBLE IMM.





        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
```

DISPLAYED DATA

- DRMO Disposal Authority Code

- Explanation/(Description)

- Press **<Enter>**. NPDMS then re-displays the DRMO Disposal Authority Code Table Browse screen

4.6.1.20 DRMO Additional Data Code Table

The DRMO Additional Data Code Table is used by NPDMS for the verification of the valid DRMO Additional Data Codes and the retrieval of specific DRMO Additional Data information when transferring to the DRMO. This additional data contains Shipping and Receiving information that appears on the DD-1348-1A generated by NPDMS. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per DRMO Additional Data Code in the DRMO Additional Data Code Table.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **095** and the Enter Selection (**A**, **B**, **C**, or **D**). Then the DRMO Additional Data Code Table - 095 screen (ND3095MA) or the DRMO Additional Code Table screen (ND3005MB) is displayed and the following occurs:

4.6.1.20.1 Add DRMO Additional Data Code

If Table Id input value = **095** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3095MA / ND3095PA      DRMO ADDITIONAL DATA CODE TABLE - 095        12:50:58
                                     A TB       ADD                    MSXXX


      DRMO Additional Data Codes -

                 Code                Explanation

DRMO Receiving: R __    ________________________________________
                        ________________________________________
                        ________________________________________

      Shipping: S __    ________________________________________
                        ________________________________________
                        ________________________________________



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

INPUT DATA

- DRMO Receiving
  - Code R
  - Explanation
- Shipping
  - Code S

— Explanation

NOTE: The user may enter both the Receiving and Shipping Codes or just one of the Codes.

- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added'* and remains on the Add screen for entry of the next record.

4.6.1.20.2 Change DRMO Additional Data Code

If Table Id input value = **095** and Selection value is **C**, NPDMS displays the Change screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3095MA / ND3095PA       DRMO ADDITIONAL DATA CODE TABLE - 095        12:54:07
                                     CH TB      CHANGE                  MSXXX


      DRMO Additional Data Codes -

                Code                Explanation

DRMO Receiving: R __    ________________________________________
                        ________________________________________
                        ________________________________________

      Shipping: S __    ________________________________________
                        ________________________________________
                        ________________________________________



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

INPUT DATA

- DRMO Receiving

  — Code R

- Shipping

  — Code S

NOTE: The user may enter both or just one of the codes. If both codes are present, the system displays the Receiving Code and its explanation first and allows modification. To change the Shipping Code press enter and the system

displays the explanation and allows modification. The user can not return to the DRMO Receiving Explanation once <Enter> is pressed.

NOTE: DRMO Receiving or Shipping Codes cannot be changed. If the DRMO Receiving or Shipping Codes are erroneous, the record must be removed through the ”Delete DRMO Additional Data Code” process and corrected through the ”Add DRMO Additional Data Code” process.

- Press **<Enter>**. NPDMS then displays the requested record(s), allowing the user to make modifications.

INPUT DATA

- DRMO Receiving

  — Explanation

- Press **<Enter>**. NPDMS then displays the message ’*Record Successfully Changed’* and remains on the Change screen to display the Shipping Explanation or for entry of the next record.

- Press **<Enter>**. NPDMS then displays the Shipping Explanation.

- Shipping

  — Explanation

- Press **<Enter>**. NPDMS then displays the message ’*Record Successfully Changed’* and remains on the Change screen for entry of the next record.

4.6.1.20.3 Delete DRMO Additional Data Code

If Table Id input value = **095** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3095MA / ND3095PA      DRMO ADDITIONAL DATA CODE TABLE - 095        12:55:31
                                     DE TB      DELETE                 MSXXX


      DRMO Additional Data Codes -

                Code                Explanation

DRMO Receiving: R __    ________________________________________
                        ________________________________________
                        ________________________________________

      Shipping: S __    ________________________________________
                        ________________________________________
                        ________________________________________



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

INPUT DATA

- DRMO Receiving

  — Code R

- Shipping

  — Code S

NOTE: The user may enter both or just one of the codes. If both codes are present, the system displays the Receiving Code and its explanation first and allows deletion. To change the Shipping Code press enter and the system displays the explanation and allows deletion.

- Press **<Enter>**. The system displays the following selected record fields and the confirmation field:

- DRMO Receiving

  — Explanation

- Verify Delete input value = **D**

- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted'* and remains on the Delete screen to display the

Shipping Explanation or for entry of the next record.

- Press **<Enter>**. The system displays the following selected record fields and the confirmation field:

- Shipping

  — Explanation

- Verify Delete input value = **D**

- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted'* and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter next record or **PF17** to cancel the delete process.

4.6.1.20.4 Browse DRMO Additional Data Code Table

If Table Id input value = **095** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3095PB      DRMO ADDITONAL DATA CODE TABLE BROWSE         12:57:30
Valid ACT = D                          BRO TB                          MSXXX

        DRMO ADDTNL
 ACT    DATA CODE    EXPLANATION
 ---    ----------   -------------------------------------------------------
  _     R01          RECEIVING INFORMATION TO BE PRINTED ON THE 1348-1A AND
  _     R11          RECEIVING INFORMATION TO DRMO.  THIS RECEIVING CODE IS
  _     R55          RECEIVING INFORMATION FOR A DRMO DODAAC PRINTED ON DD F
  _     S01          SHIPPING INFORMATION PRINTED ON THE 1348-1A AND FORWARD
  _     S11          SHIPPING INFORMATION FROM A NASA INSTALLATION TO A DRMO
  _     S55          SHIPPING INFORMATION FROM A NASA INSTALLATION TO A DRMO
                          *** END OF DATA ***



        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
```

DISPLAYED DATA

- DRMO Additional Data Code

- Explanation

INPUT DATA

The Start Value field represents the beginning DRMO Additional Data Code to start the browse list. For example, if you know that the DRMO Additional Data Code starts with R, then enter R in the Start Value field.

- Start Value

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

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

INPUT DATA

- ACT input value = D

- Press **<Enter>**. The system displays the following screen with additional information about the selected DRMO Additional Data Code:

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3095PB       DRMO ADDITONAL DATA CODE TABLE BROWSE         12:57:30
Valid ACT = D                            BRO TB                         MSXXX

                     DRMO ADDITIONAL DATA - ADDITIONAL DATA

         DRMO Additional Data Codes -

                    Code                Explanation

   DRMO Receiving: R 01    RECEIVING INFORMATION TO BE PRINTED ON T
                           HE 1348-1A AND FORWARDED TO DRMO.  THE R
                           EST IS FILLER CHARACTERS-777777777777END

         Shipping: S




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

DISPLAYED DATA

- DRMO Disposal Authority Code
- DRMO Receiving
  - Code R
  - Explanation
- Shipping
  - Code S
  - Explanation
- Press **<Enter>**. NPDMS then re-displays the DRMO Disposal Authority Code Table Browse screen

4.6.1.21 Installation Code Table

The Installation Code Table is used by NPDMS for the verification of valid Installation data and the retrieval of specific information when utilizing property within an installation or transferring to another NASA installation. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per NASA Installation/Subinstallation in the Installation Code Table.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **105** and the Enter Selection (**A**, **B**, **C**, or **D**). Then the Installation Code Table - 105 screen (ND3105MA) or the Installation Code Table screen (ND3001MB) is displayed and the following occurs:

4.6.1.21.1 Add Installation Code

If Table Id input value = **105** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3105MA / ND3105MA           INSTALLATION CODE TABLE - 105            13:01:38
                                     A TB      ADD                     MSXXX



     Installation No: ****         FEDSTRIP AAC: ******

  Agency/Bureau Code: ****           Agency Ind: ****

   Installation Name: ******************************

Installation Acronym: ____





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

INPUT DATA

- Installation No — input value = your Center ID
- FEDSTRIP AAC — input value = your Center Fed AAC
- Agency/Bureau Code
- Agency Ind
- Installation Name — input value = your Center Name
- Installation Acronym — input value = your Center Acronym
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added'* and remains on the Add screen for entry of the next record.

4.6.1.21.2 Change Installation Code

If Table Id input value = **105** and Selection value is **C**, NPDMS displays the Change screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3105MA / ND3105MA           INSTALLATION CODE TABLE - 105             13:05:22
                                     CH TB     CHANGE                   MSXXX



     Installation No: ****         FEDSTRIP AAC: ******

  Agency/Bureau Code: ****           Agency Ind: ****

   Installation Name: ******************************

Installation Acronym: ____





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

INPUT DATA

All fields are protected except

- Installation No
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

NOTE: Installation No cannot be changed. If the Installation No is erroneous, the record must be removed through the ”Delete Installation Code” process and corrected through the ”Add Installation Code” process.

INPUT DATA

- FEDSTRIP AAC — input value = your Center Fed AAC
- Agency/Bureau Code
- Agency Ind
- Installation Name — input value = your Center Name
- Installation Acronym — input value = your Center Acronym

- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Changed*' and remains on the Change screen for entry of the next record.

4.6.1.21.3 Delete Installation Code

If Table Id input value = **105** and Selection value is **D**, NPDMS displays the Delete screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3105MA / ND3105MA            INSTALLATION CODE TABLE - 105            13:09:40
                                     DE TB     DELETE                   MSXXX



     Installation No: ****         FEDSTRIP AAC: ******

  Agency/Bureau Code: ****           Agency Ind: ****

   Installation Name: ******************************

Installation Acronym: ____





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

INPUT DATA

All fields are protected except

- Installation No
- Press **<Enter>**. The system displays the following selected record fields and the confirmation field:
- FEDSTRIP AAC
- Agency/Bureau Code
- Agency Ind
- Installation Name
- Installation Acronym

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted'* and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter next record or **PF17** to cancel the delete process.

4.6.1.21.4 Browse Installation Code Table

If Table Id input value = **105** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MB / ND3105PB             INSTALLATION CODE BROWSE               13:12:38
                                       BRO TB                          MSXXX


   INST NO     INSTALLATION NAME                            ACRONYM
   ----------  ----------------------------------------     -------
   0101        LANGLEY RESEARCH CENTER                       LARC
   0202        AMES RESEARCH CENTER                          ARC
   0204        DRYDEN FLGHT RESEARCH FACILITY                DFRF
   0303        LEWIS RESEARCH CENTER                         LERC
   0505        GODDARD SPACE FLIGHT CENTER                   GSFC
   0506        WALLOPS FLIGHT FACILITY                       WFF
   0808        MARSHALL SPACE FLIGHT CENTER                  MSFC
   0881        MARSHALL SPACE FLT CTR (PRISM)                MSFC
   0882        MARSHALL SPACE FLT CTR (UAH)                  MSFC
   0909        JOHNSON SPACE CENTER                          JSC
   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
```

DISPLAYED DATA

- Installation No
- Installation Name
- Installation Acronym

INPUT DATA

The Start Value field represents the beginning Installation No to start the browse list. For example, if you know that the Installation No starts with 0, then enter 0 in the Start Value field.

- Start Value

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

If a Start Value is typed and enter is pressed, the Installation No list repositions to the Installation No entered or the next closest value after the Installation No. If a Start Value is not entered and enter is pressed or if PF20 or PF8 is pressed, the next 10 Installation Nos will be displayed (if there are not 10 Installation Nos left to browse then the remaining Installation Nos will be displayed). If you press PF19 or PF7, the previous 10 Installation Nos will be displayed.

4.6.1.22 Performance Measures Standards Table

The Performance Measures Standards Table is used by NPDMS for the verification of valid performance measures standards for the Performance Measures Report. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There is one record per NASA Installation in the Performance Measures Standards Table. The Add for this table is only necessary when establishing the table or when all data is deleted.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **040** and the Enter Selection (**A**, **B**, **C**, or **D**). Then the Performance Measures Standards Table - 040 screen (ND3040MA) or the Performance Measures Standards Table screen (ND3001MB) is displayed and the following occurs:

4.6.1.22.1 Add Performance Measures Standards

If Table Id input value = **040** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3040MA / ND3040PA    PERFORMANCE MEASURES STANDARDS TABLE - 40      14:39:32
                                                ADD                    MSXXX


                           FEDSTRIP AAC:  804101

                  Enter Installation Redistribution Rates:

                    Internal:  ___ %      External:  ___ %

                  Enter NASA Standard Redistribution Rates:

                    Internal:  ___ %      External:  ___ %

                        Average Processing Days:  ___


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

The unique field FEDSTRIP AAC is automatically filled by the system from the Center Profile Table. It is not modifiable.

INPUT DATA

- Enter Installation Redistribution Rates (percentages)
  - — Internal (within NASA)
  - — External (outside NASA)
- Enter NASA Standard Redistribution Rates (percentages)
  - — Internal (within NASA)
  - — External (outside NASA)
- Average Processing Days
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added'* and remains on the Add screen for entry of the next record.

4.6.1.22.2 Change Performance Measures Standards

If Table Id input value = **040** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3040MA / ND3040PA    PERFORMANCE MEASURES STANDARDS TABLE - 40      13:36:55
                                       CH TB     CHANGE                MSXXX



                           FEDSTRIP AAC:  804101

                  Enter Installation Redistribution Rates:

                    Internal:  10_ %      External:  10_ %

                  Enter NASA Standard Redistribution Rates:

                    Internal:  10_ %      External:  10_ %

                        Average Processing Days:  20_


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

The unique field FEDSTRIP AAC is automatically filled by the system from the Center Profile Table. It is not modifiable.

INPUT DATA

- Enter Installation Redistribution Rates (percentages)
  - Internal (within NASA)
  - External (outside NASA)
- Enter NASA Standard Redistribution Rates (percentages)
  - Internal (within NASA)
  - External (outside NASA)
- Average Processing Days
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Changed*' and remains on the Change screen for entry of the next record.

4.6.1.22.3 Delete Performance Measures Standards

If Table Id input value = **040** and Selection value is **D**, NPDMS displays the Delete screen.

The unique field FEDSTRIP AAC is automatically filled by the system from the Center Profile Table. It is not modifiable.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3040MA / ND3040PA    PERFORMANCE MEASURES STANDARDS TABLE - 40      13:38:28
                                       DE TB     DELETE                MSXXX


                           FEDSTRIP AAC:  804101

                  Enter Installation Redistribution Rates:

                    Internal:  10_ %      External:  10_ %

                  Enter NASA Standard Redistribution Rates:

                    Internal:  10_ %      External:  10_ %

                        Average Processing Days:  20_

         ENTER 'D' TO VERIFY DELETE  _

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

INPUT DATA

- The system displays the following record fields and the confirmation field:
- Enter Installation Redistribution Rates (percentages)
  - — Internal (within NASA)
  - — External (outside NASA)
- Enter NASA Standard Redistribution Rates (percentages)
  - — Internal (within NASA)
  - — External (outside NASA)
- Average Processing Days

INPUT DATA

- Verify Delete input value = **D**

- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted'* and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter next record or **PF17** to cancel the delete process.

4.6.1.22.4 Browse Performance Measures Standards Table

If Table Id input value = **040** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MB / ND3040PB           PERFORMANCE MEASURES BROWSE              13:40:08
                                     BRO TB                            MSXXX


   FED STRIP   INST REDIST RATE   NASA REDIST RATE          AVERAGE
   AAC         INTRNL    EXTRNL   INTRNL    EXTRNL      PROCESSING DAYS
   ----------  ------    ------   ------    ------      ---------------
   804101       10 %      10 %     10 %      10 %              20
                          *** END OF DATA ***





   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
```

DISPLAYED DATA

- FEDSTRIP AAC

- Installation Redist Rate (percentages)

  — Internal (within NASA)

  — External (outside NASA)

- NASA Standard Redistribution Rate (percentages)

— Internal (within NASA)

— External (outside NASA)

- Average Processing Days

INPUT DATA

The Start Value field represents the beginning FEDSTRIP AAC to start the browse list. For example, if you know that the FEDSTRIP AAC starts with 0, then enter 0 in the Start Value field.

- Start Value

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

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

4.6.1.23 Printer Destination Table

The Printer Destination Table is used by NPDMS for the verification of valid printer destination data and the retrieval of specific printer destination information for generation of system reports. Refer to the *NPDMS Data Dictionary* AIM-NPDMS-DD-04.5 for field definitions. There may be more than one record per NASA Subinstallation in the Printer Destination Table.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **145** and the Enter Selection (**A**, **B**, **C**, or **D**). Then the Printer Destination Table - 145 screen (ND3145MA) or the Printer Destination Table screen (ND3001MB) is displayed and the following occurs:

4.6.1.23.1 Add Printer Destination

If Table Id input value = **145** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3145MA / ND3145PA         PRINTER DESTINATION TABLE - 145            13:41:19
                                     A TB      ADD                     MSXXX




  Printer Destination:  ********


  Printer Description:  ****************************************




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

INPUT DATA

- Destination — input value = (use local Printer Id)
- Printer Description
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added'* and remains on the Add screen for entry of the next record.

4.6.1.23.2 Change Printer Destination

If Table Id input value = **145** and Selection value is **C**, NPDMS displays the Change screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3145MA / ND3145PA          PRINTER DESTINATION TABLE - 145            13:43:06
                                      CH TB     CHANGE                  MSXXX




  Printer Destination:  ********


  Printer Description:  ****************************************




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

INPUT DATA

All fields are protected except

- Destination — input value = (use local Printer Id)

- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

INPUT DATA

- Printer Description

- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Changed*' and remains on the Change screen for entry of the next record.

4.6.1.23.3 Delete Printer Destination

If Table Id input value = **145** and Selection value is **D**, NPDMS displays the Delete screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3145MA / ND3145PA          PRINTER DESTINATION TABLE - 145            13:44:44
                                      DE TB     DELETE                  MSXXX




  Printer Destination:  ********


  Printer Description:  ****************************************




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

INPUT DATA

All fields are protected except

- Destination
- Press **<Enter>**. The system displays the following selected record fields and the confirmation field:
- Printer Description

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted'* and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter next record or **PF17** to cancel the delete process.

4.6.1.23.4 Browse Printer Destination Table

If Table Id input value = **145** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MB / ND3145PB            PRINTER DESTINATION BROWSE              13:48:18
                                       BRO TB                          MSXXX
   PRINTER
   DEST        PRINTER DESCRIPTION
   ----------  ----------------------------------------

   DD1348      PRINT FORM 1348
   DD1638      PRINT FORM 1638
   PORTRAIT    XEROX PRINT IN PORTRAIT SINGLE NO HOLE
   P3030132    LINE PRINTER MG-2
   P3103102    LINE PRINTER 4201 5TH FLOOR
   SF120       PRINT FORMS SF120
   SYSTEM      XEROX PRINTER AT MSFC BUILDING 4663
   XEROX       9700 XEROX PRINTER SINGLE SIDE NO HOLES
                          *** END OF DATA ***

   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
```

DISPLAYED DATA

- Destination
- Printer Description

INPUT DATA

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

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

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

4.6.1.24 NPDMS Screening Days Table

The Screening Days Table is used by NPDMS for the calculation of default screening begin and end dates. The number of days for Installation screening,

NASA-Wide screening, Other Federal Agency screening, and Surplus screening may be added or changed for specific property types. Refer to the *NPDMS Data Dictionary AIM-NPDMS-DD-04.5* for field definitions. There are four records per NASA Installation in the Screening Days Table. These four records are as follows: Reportable ADPE greater than or equal to $1,000,000 and not outdated, Exchange/Sale property, Non-Reportable ADPE equipment and supplies (FSG 70) less than $1,000,000, and all other property (Reportable and Non-Reportable).

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **155** and the Enter Selection (**A**, **B**, **C**, or **D**). Then the Screening Days Table - 155 screen (ND3155MA) or the NPDMS Screening Days Table screen (ND3001MB) is displayed and the following occurs:

4.6.1.24.1 Add Screening Days

If Table Id input value = **155** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3155MA / ND3155PA           SCREENING DAYS TABLE - 155              13:50:35
                                      A TB       ADD                    MSXXX

 Installation Number:  ****                                Screening Days
                                                         -----------------------
                                                         INST  NASA   OFA  SRPLS

 1) Reportable ADPE GE $1,000,000 and not outdated        0**   0**   0**   0**

 2) Exchange/Sale Property                                0**   0**   0**   0**

 3) Non Reportable ADPE Equipment and                     0**   0**   0**   0**
    Supplies (FSC 70) less than $1,000,000

 4) All Other Property                                    0**   0**   0**   0**
    (Reportable and Non-Reportable)

       ENTER 'P' TO PROCESS OR 'C' TO CANCEL: *

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

INPUT DATA

- Installation Number — input value = your Center ID

- Reportable ADPE GE $1,000,000 and not outdated

NOTE: If INST, NASA, OFA, or SRPLS are not entered, the system uses zero days as the value for calculating screening dates.

  — INST — input value = number of screening days

  — NASA — input value = number of screening days

  — OFA — input value = number of screening days

  — SRPLS — input value = number of screening days

- Exchange/Sale Property

NOTE: If INST, NASA, OFA, or SRPLS are not entered, the system uses zero days as the value for calculating screening dates.

  — INST — input value = number of screening days

  — NASA — input value = number of screening days

  — OFA — input value = number of screening days

  — SRPLS — input value = number of screening days

- Non Reportable ADPE Equipment and Supplies (FSG 70) less than $1,000,000

NOTE: If INST, NASA, OFA, or SRPLS are not entered, the system uses zero days as the value for calculating screening dates.

— INST — input value = number of screening days

— NASA — input value = number of screening days

— OFA — input value = number of screening days

— SRPLS — input value = number of screening days

- All Other Property
  (Reportable and Non-Reportable)

NOTE: If INST, NASA, OFA, or SRPLS are not entered, the system uses zero days as the value for calculating screening dates.

— INST — input value = number of screening days

— NASA — input value = number of screening days

— OFA — input value = number of screening days

— SRPLS — input value = number of screening days

- Enter ’P’ to Process or ’C’ to Cancel — input value = **P** or **C**

- Press **<Enter>**. NPDMS then displays the message ’*Record Successfully Added’* and remains on the Add screen for entry of the next record.

4.6.1.24.2 Change Screening Days

If Table Id input value = **155** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3155MA / ND3155PA           SCREENING DAYS TABLE - 155               13:59:28
                                     CH TB      CHANGE                  MSXXX

Installation Number:  ****                                Screening Days
                                                        -----------------------
                                                        INST  NASA   OFA  SRPLS

1) Reportable ADPE GE $1,000,000 and not outdated        0**   0**   0**   0**

2) Exchange/Sale Property                                0**   0**   0**   0**

3) Non Reportable ADPE Equipment and                     0**   0**   0**   0**
   Supplies (FSC 70) less than $1,000,000

4) All Other Property                                    0**   0**   0**   0**
   (Reportable and Non-Reportable)


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

INPUT DATA

All fields are protected except

- Installation Number — input value = your Center ID
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

INPUT DATA

- Reportable ADPE GE $1,000,000 and not outdated

NOTE: If INST, NASA, OFA, or SRPLS are not entered, the system uses zero days as the value for calculating screening dates.

— INST — input value = number of screening days

— NASA — input value = number of screening days

— OFA — input value = number of screening days

— SRPLS — input value = number of screening days

- Exchange/Sale Property

NOTE: If INST, NASA, OFA, or SRPLS are not entered, the system uses zero days as the value for calculating screening dates.

— INST — input value = number of screening days

— NASA — input value = number of screening days

— OFA — input value = number of screening days

— SRPLS — input value = number of screening days

— INST — input value = number of screening days

- Non Reportable ADPE Equipment and Supplies (FSG 70) less than $1,000,000

NOTE: If INST, NASA, OFA, or SRPLS are not entered, the system uses zero days as the value for calculating screening dates.

— INST — input value = number of screening days

— NASA — input value = number of screening days

— OFA — input value = number of screening days

— SRPLS — input value = number of screening days

- All Other Property

(Reportable and Non-Reportable)

NOTE: If INST, NASA, OFA, or SRPLS are not entered, the system uses zero days as the value for calculating screening dates.

— INST	input value = number of screening days
— NASA	input value = number of screening days
— OFA	input value = number of screening days
— SRPLS	input value = number of screening days

- Enter ’P’ to Process or ’C’ to Cancel — input value = **P** or **C**

- Press **<Enter>**. NPDMS then displays the message ’*Record Successfully Changed’* and remains on the Add screen for entry of the next record.

4.6.1.24.3 Delete Screening Days

Deletion of the Screening Days Table is not authorized.

INPUT DATA

- Table Id input value = **155** and Selection value is **D**.

- Press **<Enter>**. NPDMS then displays the message ’***No Delete Allowed for Screening Days Table’*** and the system remains on the Tables Menu screen.

4.6.1.24.4 Browse NPDMS Screening Days Table

If Table Id input value = **155** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MB / ND3155PB               SCREENING DAYS BROWSE                14:01:23
                                       BRO TB                          MSXXX


   INST         --------SCREENING DAYS--------
    NO   TYPE   INST    NASA    OFA    SURPLUS
   ----------   ----    ----    ---    -------
   0505  ADPE     1       0       0        0
   0505  EXCH     0       0       0        0
   0505  FG70     0       0       0        0
   0505  PROP     0       0       0        0
   0808  ADPE    21      21      60       21
   0808  EXCH    21      21       7        0
   0808  FG70    21      21       0       21
   0808  PROP    21      21      21       21
                          *** END OF DATA ***
   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
```

DISPLAYED DATA

- Installation No
- Type
- Screening Days:
  - — Inst
  - — NASA
  - — OFA
  - — Surplus

INPUT DATA

The Start Value field represents the beginning Inst No and Type to start the browse list. For example, if you know that the Inst No and Type starts with 0808A, then enter 0808A in the Start Value field.

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

If a Start Value is typed and enter is pressed, the Inst No and Type list repositions to the Inst No and Type entered or the next closest value after the Inst No and Type. If a Start Value is not entered and enter is pressed or if PF20 or PF8 is pressed, the next 10 Inst No and Types will be displayed (if there are not 10 Inst No and Types left to browse then the remaining Inst No and Types will be displayed). If you press PF19 or PF7, the previous 10 Inst No and Types will be displayed.

4.6.1.25 Reimbursement Code Table

The Reimbursement Code Table is used by NPDMS for the verification of valid reimbursement code data and the retrieval of specific reimbursement code information for generation of system reports. Refer to the *NPDMS Data Dictionary AIM-NPDMS-DD-04.5* for field definitions. There is one record per Reimbursement Code in the Reimbursement Code Table.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **160** and the Enter Selection (**A**, **B**, **C**, or **D**). Then the Printer Destination Table - 160 screen (ND3160MA) or the Reimbursement Code Table screen (ND3001MB) is displayed and the following occurs:

4.6.1.25.1 Add Reimbursement Code

If Table Id input value = **160** and Selection value is **A**, NPDMS displays the Add screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3160MA / ND3160PA          REIMBURSEMENT CODE TABLE - 160             14:05:25
                                    A TB      ADD                       MSXXX




Reimbursement Code:  *  Sell by GSA? (Y/N):  *  Reimbursable? (Y/N):  *

Reimbursement Code Desc:  ****************************************
                          ________________________________________

Appropriation Acct No.:  ______________________________________________
 (if reimbursable)




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

INPUT DATA

- Reimbursement Code
- Sell by GSA — input value = **Y** or **N**
- Reimbursable — input value = **Y** or **N**
- Reimbursement Code Desc
- Appropriation Account No.
  (If Reimbursable)
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added*' and remains on the Add screen for entry of the next record.

4.6.1.25.2 Change Reimbursement Code

If Table Id input value = **160** and Selection value is **C**, NPDMS displays the Change screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3160MA / ND3160PA          REIMBURSEMENT CODE TABLE - 160             14:07:46
                                      CH TB     CHANGE                  MSXXX




Reimbursement Code:  *  Sell by GSA? (Y/N):  *  Reimbursable? (Y/N):  *

Reimbursement Code Desc:  ****************************************
                          ________________________________________

Appropriation Acct No.:  ________________________________________________
 (if reimbursable)




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

INPUT DATA

All fields are protected except

- Reimbursement Code
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

INPUT DATA

- Sell by GSA — input value = **Y** or **N**
- Reimbursable — input value = **Y** or **N**
- Reimbursement Code Desc
- Appropriation Account No.
  (If Reimbursable)
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Changed*' and remains on the Change screen for entry of the next record.

4.6.1.25.3 Delete Reimbursement Code

If Table Id input value = **160** and Selection value is **D**, NPDMS displays the Delete screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3160MA / ND3160PA          REIMBURSEMENT CODE TABLE - 160             14:10:22
                                     DE TB     DELETE                    MSXXX




Reimbursement Code:  *  Sell by GSA? (Y/N):  *  Reimbursable? (Y/N):  *

Reimbursement Code Desc:  ****************************************
                          ________________________________________

Appropriation Acct No.:  ________________________________________________
 (if reimbursable)




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

INPUT DATA

All fields are protected except

- Reimbursement Code
- Press **<Enter>**. The system displays the following selected record fields and the confirmation fields:
- Sell by GSA
- Reimbursable
- Reimbursement Code Desc
- Appropriation Account No.
  (If Reimbursable)

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted'* and remains on the Delete screen for entry of the

next record.

NOTE: The user can only enter **D** to enter next record or **PF17** to cancel the delete process.

4.6.1.25.4 Browse Reimbursement Code Table

If Table Id input value = **160** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3001MB / ND3160PB             REIMBURSEMENT CODE BROWSE              14:16:07
                                       BRO TB                          MSXXX

   REIM CODE/   GSA    REIM
      DESC      SALE   IND    APPROPRIATION ACCOUNT NUMBER
   ----------   ----   ----   ---------------------------------------------
   A              N      Y
       REIMBURSABLE/ NONDONABLE/ NOT TO BE SOLD BY GSA
   B              N      Y
       REIMBURSABLE ONLY IF SOLD/ DONABLE/ NOT TO BE SOLD BY GSA
   C              N      N
       NONREIMBURSABLE/ DONABLE/ NOT TO BE SOLD BY GSA
   D              N      N
       NONREIMBURSABLE/ NONDONABLE/ NOT TO BE SOLD BY GSA
   E              N      Y
       REIMBURSABLE (EXCHANGE/SALE)/ NONDONABLE/ NOT TO BE SOLD BY GSA
   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
```

DISPLAYED DATA

- Reimbursement Code
- Sell by GSA
- Reimbursable
- Appropriation Account Number
- Reimbursement Code Desc

INPUT DATA

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

- Start Value

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

If a Start Value is typed and enter is pressed, the Reimbursement Code list repositions to the Reimbursement Code entered or the next closest value after the Reimbursement Code. If a Start Value is not entered and enter is pressed or if PF20 or PF8 is pressed, the next 5 Reimbursement Codes will be displayed (if there are not 5 Reimbursement Codes left to browse then the remaining Reimbursement Codes No and Types will be displayed). If you press PF19 or PF7, the previous 5 Reimbursement Codes will be displayed.

4.6.1.26 Hazardous Materials Indicator Codes Table

The Hazardous Materials Indicator Codes Table is used by NPDMS for the verification of valid Hazardous Materials Indicator Codes data and the retrieval of specific Hazardous Materials Indicator Codes information for generation of system reports. Refer to the *NPDMS Data Dictionary AIM-NPDMS-DD-04.5* for field definitions. There is one record per Hazardous Materials Indicator Code in the Hazardous Materials Indicator Codes Table.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **165** and the Enter Selection (**A**, **B**, **C**, or **D**). Then the Printer Destination Table - 165 screen (ND3165MA) or the Hazardous Materials Indicator Codes Table screen (ND3005MB) is displayed and the following occurs:

4.6.1.26.1 Add Hazardous Materials Indicator Code

If Table Id input value = **165** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3165MA / ND3165PA  HAZARDOUS MATERIALS INDICATOR CODE TABLE - 165   14:35:46
                                     A TB       ADD                    MSXXX



 Hazmat Indicator Code: *

 Definition:  ************************************************************
              ____________________________________________________________
              ____________________________________________________________
              ____________________________________________________________





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

INPUT DATA

- Hazmat Indicator Code
- Definition
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Added'* and remains on the Add screen for entry of the next record.

4.6.1.26.2 Change Hazardous Materials Indicator Code

If Table Id input value = **165** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3165MA / ND3165PA  HAZARDOUS MATERIALS INDICATOR CODE TABLE - 165   14:40:54
                                    CH TB      CHANGE                 MSXXX



Hazmat Indicator Code: *

Definition:  ************************************************************
             ____________________________________________________________
             ____________________________________________________________
             ____________________________________________________________





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

INPUT DATA

All fields are protected except

- Hazmat Indicator Code
- Press **<Enter>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields.

INPUT DATA

- Definition
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Changed*' and remains on the Change screen for entry of the next record.

4.6.1.26.3 Delete Hazardous Materials Indicator Code

If Table Id input value = **165** and Selection value is **D**, NPDMS displays the Delete screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3165MA / ND3165PA  HAZARDOUS MATERIALS INDICATOR CODE TABLE - 165   14:42:16
                                     DE TB      DELETE                MSXXX



Hazmat Indicator Code: *

Definition:  ************************************************************
             ____________________________________________________________
             ____________________________________________________________
             ____________________________________________________________





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

INPUT DATA

All fields are protected except

- Hazmat Indicator Code
- Press **<Enter>**. The system displays the following selected record fields and the confirmation fields:
- Definition

INPUT DATA

- Verify Delete input value = **D**
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Deleted'* and remains on the Delete screen for entry of the next record.

NOTE: The user can only enter **D** to enter next record or **PF17** to cancel the delete process.

4.6.1.26.4 Browse Hazardous Materials Indicator Codes Table

If Table Id input value = **165** and Selection value is **B**, NPDMS displays the Browse screen.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3165PB  HAZARDOUS MATERIALS INDICATOR CODE TABLE BROWSE   14:43:51
Valid ACT = D                           BRO TB                         MSXXX

         HAZMAT
 ACT    IND CODE     DEFINITION
 ---    ----------   -------------------------------------------------------
  _     D              INDICATES THERE IS NO INFORMATION IN THE HMIS; HOWEVER,
  _     N              INDICATES THERE IS NO DATA IN THE HMIS AND THE NSN IN A
  _     P              INDICATES THERE IS NO INFO IN THE HMIS; HOWEVER, THE NS
  _     Y              INDICATES INFORMATION IS IN THE HAZARDOUS MATERIALS INF
                          *** END OF DATA ***





        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
```

DISPLAYED DATA

- Hazmat Indicator Code
- Definition

INPUT DATA

The Start Value field represents the beginning Hazardous Material Indicator Code to start the browse list. For example, if you know that the Hazardous Materials Indicator Code starts with A, then enter A in the Start Value field.

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

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

INPUT DATA

- ACT input value = D

- Press **<Enter>**. The system displays the following screen with additional information about the selected Hazardous Materials Indicator Code:

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3165PB  HAZARDOUS MATERIALS INDICATOR CODE TABLE BROWSE   14:45:33
Valid ACT = D                          BRO TB                          MSXXX
             HAZARDOUS MATERIALS INDICATOR CODE - ADDITIONAL DATA

   Hazmat Indicator Code: D

   Definition:
            INDICATES THERE IS NO INFORMATION IN THE HMIS; HOWEVER, THE
            NSN IS IN A FSC IN TABLE II OF FEDERAL STANDARD 313 AND A MS
            DS SHOULD BE AVAILABLE TO THE USER





        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
```

DISPLAYED DATA

- Hazardous Indicator Code

- Definition

- Press **<Enter>**. The system then re-displays the Hazardous Materials Indicator Code Table Browse screen

4.6.1.27 Property Location Table

The Property Location Table is used for the maintenance of default data for your Center. This profile data defines Center specific online NPDMS default values including the name, address, and phone number, and fax number for contact information about the property location. There is one record per NASA Installation/Subinstallation in the Property Location Table. This table should have limited user update authority.

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.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **051** and the Enter Selection (**A**, **B**, or **C**). Then the Property Location - 051 (ND3051MA) screen or the Property Location Browser (ND3005MB) is displayed and the following occurs:

4.6.1.27.1 Add Property Location Code

If Table Id input value = **051** and Selection value is **A**, NPDMS displays the Add screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3051MA / ND3051PA            PROPERTY LOCATION - 051                15:29:08
                                      A TB       ADD                   MSXXX

Installation No: ****


       Property Contact: ******************************
                Address: ******************************
                         ________________________________
                   City: ********************    State: **    Zip: ***** ____
                  Phone:( *** ) *** - ****
  Property Location Fax:( *** ) *** - ****





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

INPUT DATA

- Installation No — input value = your Center ID
- Property Contact
- Address (line 1)
- Address (line 2)
- City
- State
- Zip
- Phone
- Property Location Fax
- Press **<Enter>**. NPDMS then displays the message '*Record*

Successfully Added' and remains on the Add screen for entry of the next record.

4.6.1.27.2 Change Property Location Table

If Table Id input value = **051** and Selection value is **C**, NPDMS displays the Change screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND3051MA / ND3051PA            PROPERTY LOCATION - 051                15:31:34
                                      CH TB      CHANGE                MSXXX

Installation No: ****


       Property Contact: ******************************
                Address: ******************************
                         ________________________________
                   City: ********************    State: **    Zip: ***** ____
                  Phone:( *** ) *** - ****
  Property Location Fax:( *** ) *** - ****





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

INPUT DATA

All fields are protected except

- Installation No
- Press **<ENTER>**. NPDMS then displays the requested record, allowing the user to make modifications to the remaining fields

INPUT DATA

- Property Contact
- Address (line 1)
- Address (line 2)
- City

- State
- Zip
- Phone
- Property Location Fax
- Press **<Enter>**. NPDMS then displays the message '*Record Successfully Changed*' and remains on the Change screen for entry of the next record.

4.6.1.27.3 Browse Property Location

If Table Id input value = **051** and Selection value is **B**, NPDMS displays the Browse screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3051PB              PROPERTY LOCATION BROWSE              15:34:33
Valid ACT = D                          BRO TB                          MSXXX


 ACT    INST NO      CENTER CONTACT
 ---    ----------   ------------------------------
  _     0101           XXXXXXXX
  _     0202           XXXXXXXXXXXX
  _     0808           XXXXXXXXXXXXX
                          *** END OF DATA ***





        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
```

DISPLAYED DATA

- Installation No
- Center Contact

INPUT DATA

The Start Value field represents the beginning Property Location to start the browse list. For example, if you know that the Property Location starts with 0 then enter 0 in the Start Value field.

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

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

INPUT DATA

- ACT input value = **D**
- Press **<Enter>**. The system displays the following screen with additional information about the selected Property Location:

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND3005MB / ND3051PB              PROPERTY LOCATION BROWSE              15:37:50
Valid ACT = D                          BRO TB                          MSXXX
                  PROPERTY LOCATION TABLE - ADDITIONAL DATA

        Installation No: 0101


       Property Contact: XXXXXXX
                Address: XXXX

                   City: MSFCQ                   State: AL    Zip: 35812
                  Phone:( 123 ) 456 - 7891
  Property Location Fax:( 123 ) 456 - 7891



        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
```

DISPLAYED DATA

- Installation No input value = your Center ID
- Property Contact

- Address (line 1)
- Address (line 2)
- City
- State
- Zip
- Phone
- Property Location Fax
- Press **<Enter>**. NPDMS then re-displays the Property Location Browse screen.

4.6.1.28 Recipient Name Table

The Recipient Name Table is used by NPDMS for default data for Non-Federal recipients. This table is maintained and populated by the installation with limited user update authority.

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 in by the system.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **170** and the Enter Selection (**A**, **B**, **C**, or **D**).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3000MA / ND3000PA              TABLE FILE UPDATE MENU                09:42:43
                                       TA                              MSWCH

              Table Id      Table Name

                 105    Installation Code Table
                 145    Printer Destination Table
                 155    Screening Days Table
                 160    Reimbursement Codes Table
                 165    Hazardous Materials Indicator Codes Table
                 170    Recipient Name Table
                 180    Transfer Type Table
                 190    Transfer Subtype Table



 Enter Table Id: ___  Enter Selection: _ (A=Add, B=Browse, C=Change, D=Delete)
                                                                  More: N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

4.6.1.28.1 Recipient Name Table Add

If Table Id input value = **170** and Selection value = **A**, NPDMS displays the 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

- 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.

4.6.1.28.2 Recipient Name Table Browse

If Table Id input value = **170** and Selection value = **B**, NPDMS displays the Browse Screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3000MA / ND3000PA              TABLE FILE UPDATE MENU                09:46:11
                                       TA                              MSWCH

              Table Id      Table Name

                 001    User Access Table
                 005    GSA Region Table
                 010    DRMO DODAAC Table
                 015    Exception Processing Table
                 020    Federal Supply Classification (FSC) Code Table
                 025    Unit Of Measure Table
                 030    Supply Condition Code Table
                 035    Disposal Condition Code Table
                 040    Performance Measures Standard Table
                 045    Demilitarization Code Table
                 050    Center Profile Table

 Enter Table Id: 170  Enter Selection: b (A=Add, B=Browse, C=Change, D=Delete)
                                                                   More: Y
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

The Start Value field represents the beginning Recipient Name Id to start the browse list. For example, if you know that the Recipient Name 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 Recipient Name browse list repositions to the Recipient Name entered or the next closest value after the Recipient Name. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Recipient Name will be displayed (if there are not 10 Recipient Names left to browse, the remaining Recipient Names will be displayed). If you press PF19 or PF7 the 10 previous Recipient Names will be displayed.

INPUT DATA

ACT input value = **D**

Press **<ENTER>**. The system displays the Recipient Name data.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3170MC / ND3170PB               RECIPIENT NAME TABLE                 09:47:21
Valid ACT = D                          BRO TB                          MSWCH


 ACT  RECIPIENT    RECIPIENT AGENCY
 ---  -----------  ------------------------------
  _   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
  d   HUNTSVILLE   HUNTSVILLE HIGH SCHOOL
  _   NEALC        NEAL CANTRELL
  _   TESTTEST     MSFC
  _   TEST10       TEST10
        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

Press **<ENTER>**. This will redisplay the Recipient Name Browse Screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3170MC / ND3170PB               RECIPIENT NAME TABLE                 09:47:21
Valid ACT = D                          BRO TB                          MSWCH
                                 RECIPIENT NAME


           Recipient: HUNTSVILLE**
          Agency Name: HUNTSVILLE HIGH SCHOOL*****************
              Address: 123 MAIN STREET***************
                       BLDG. A_______________________
                 City: HUNTSVILLE**********   State: AL   Zip: 35802 ____
                Phone:( 256 ) 544 - 5386

       Transfer Type: ED*   EDUCATION
             Subtype: PA912*   PAROCHIAL 9-12


        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
```

4.6.1.28.3 Recipient Name Table Change

If Table Id input value = **170** and Selection value = **C**, NPDMS displays the Change Screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3000MA / ND3000PA               TABLE FILE UPDATE MENU               09:48:38
                                       TA                              MSWCH

              Table Id      Table Name

                 001    User Access Table
                 005    GSA Region Table
                 010    DRMO DODAAC Table
                 015    Exception Processing Table
                 020    Federal Supply Classification (FSC) Code Table
                 025    Unit Of Measure Table
                 030    Supply Condition Code Table
                 035    Disposal Condition Code Table
                 040    Performance Measures Standard Table
                 045    Demilitarization Code Table
                 050    Center Profile Table

 Enter Table Id: 170  Enter Selection: c (A=Add, B=Browse, C=Change, D=Delete)
                                                                      More: Y
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3170MA / ND3170MA            RECIPIENT NAME TABLE - 170              09:49:07
                                     CH TB     CHANGE                  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

Press **<ENTER>** NPDMS then displays the requested record allowing the user to make modifications.

NOTE: If the user modifies the Transfer Type or Transfer Subtype fields, the Transfer Browse screen and Transfer Subtype Browse screens are displayed.

Recipient Name Table Delete

If Table Id input value = **170** and Selection value = **D**, NPDMS displays the Delete Screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
 ND3000MA / ND3000PA               TABLE FILE UPDATE MENU               09:50:12
                                         TA                             MSWCH

               Table Id      Table Name

                  001    User Access Table
                  005    GSA Region Table
                  010    DRMO DODAAC Table
                  015    Exception Processing Table
                  020    Federal Supply Classification (FSC) Code Table
                  025    Unit Of Measure Table
                  030    Supply Condition Code Table
                  035    Disposal Condition Code Table
                  040    Performance Measures Standard Table
                  045    Demilitarization Code Table
                  050    Center Profile Table

  Enter Table Id: 170  Enter Selection: d (A=Add, B=Browse, C=Change, D=Delete)
                                                                        More: Y
 Navigation: ____________________________________________________________
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3170MA / ND3170MA             RECIPIENT NAME TABLE - 170              09:50:43
                                        DE TB     DELETE                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

Press **<ENTER>** NPDMS then displays the requested record and the message ENTER 'D' TO VERIFY DELETE. If **D** is entered the record is deleted. If **PF3** or **PF15** is pressed the Table File Update Menu is redisplayed and the Recipient will not be deleted.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/12/99
ND3170MA / ND3170MA            RECIPIENT NAME TABLE - 170              09:08:22
                                     DE TB     DELETE                   MSWCH



           Recipient:  AA**********
         Agency Name:  AAA*************************************
             Address:  A****************************
                       A_____________________________
                City:  A*******************  State:  AL  Zip:  11111 ____
               Phone: ( 111 )  111 - 1111

       Transfer Type:  AAA  AAAAAAAA
             Subtype:  AAAAA1  AATEST

         ENTER 'D' TO VERIFY DELETE  _

Navigation: ____________________________________________________

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

4.6.1.29 Transfer Type Table

The Transfer Type Table is used by NPDMS for default data for Non-Federal Transfer Types. This table is maintained and populated by the installation with limited user update authority.

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 in by the system.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **180** and the Enter Selection (**A**, **B**, **C**, or **D**).

4.6.1.29.1 Transfer Type Table Add

If Table Id input value = **180** and Selection value = **A**, NPDMS displays the Add Screen.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
 ND3000MA / ND3000PA              TABLE FILE UPDATE MENU                 09:51:41
                                        TA                               MSWCH

               Table Id      Table Name

                  105    Installation Code Table
                  145    Printer Destination Table
                  155    Screening Days Table
                  160    Reimbursement Codes Table
                  165    Hazardous Materials Indicator Codes Table
                  170    Recipient Name Table
                  180    Transfer Type Table
                  190    Transfer Subtype Table



  Enter Table Id: 180  Enter Selection: a (A=Add, B=Browse, C=Change, D=Delete)
                                                                     More: N
 Navigation: ____________________________________________________
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

Type

Text

Press **<ENTER>**, **PF15**, **PF3**, **PF17**, **PF5**, **PF24**, or **PF12**.

If enter is pressed Transfer Type Add Screen is redisplayed with the message Record Successfully Added.

```
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
```

4.6.1.29.2 Transfer Type Table Browse

If Table Id input value = **180** and Selection value = **B**, NPDMS displays the Browse Screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3000MA / ND3000PA              TABLE FILE UPDATE MENU                 09:53:11
                                       TA                               MSWCH

               Table Id      Table Name

                  105    Installation Code Table
                  145    Printer Destination Table
                  155    Screening Days Table
                  160    Reimbursement Codes Table
                  165    Hazardous Materials Indicator Codes Table
                  170    Recipient Name Table
                  180    Transfer Type Table
                  190    Transfer Subtype Table



 Enter Table Id: 180  Enter Selection: b (A=Add, B=Browse, C=Change, D=Delete)
                                                                    More: N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        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.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3001MB / ND3180PB               TRANSFER TYPE BROWSE                 09:53:38
                                        BRO TB                         MSWCH


   TYPE ID      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
```

4.6.1.29.3 Transfer Type Table Change

If Table Id input value = **180** and Selection value = **C**, NPDMS displays the Change Screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3000MA / ND3000PA               TABLE FILE UPDATE MENU               09:54:10
                                        TA                             MSWCH

              Table Id      Table Name

                 105    Installation Code Table
                 145    Printer Destination Table
                 155    Screening Days Table
                 160    Reimbursement Codes Table
                 165    Hazardous Materials Indicator Codes Table
                 170    Recipient Name Table
                 180    Transfer Type Table
                 190    Transfer Subtype Table



 Enter Table Id: 180  Enter Selection: c (A=Add, B=Browse, C=Change, D=Delete)
                                                                  More: N
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

Transfer Type

Press **<ENTER>** NPDMS then displays the requested record allowing the user to make modifications.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3180MA / ND3180MA             TRANSFER TYPE TABLE - 180              09:54:43
                                       CH TB     CHANGE                MSWCH



            Type:  ***

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



Navigation: ____________________________________________________________

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

4.6.1.29.4 Transfer Type Table Delete

If Table Id input value = **180** and Selection value = **D**, NPDMS displays the Delete Screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3000MA / ND3000PA               TABLE FILE UPDATE MENU               09:55:20
                                        TA                             MSWCH

              Table Id      Table Name

                 105    Installation Code Table
                 145    Printer Destination Table
                 155    Screening Days Table
                 160    Reimbursement Codes Table
                 165    Hazardous Materials Indicator Codes Table
                 170    Recipient Name Table
                 180    Transfer Type Table
                 190    Transfer Subtype Table



 Enter Table Id: 180  Enter Selection: d (A=Add, B=Browse, C=Change, D=Delete)
                                                                     More: N
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

Transfer Type

Press **<ENTER>** NPDMS then displays the requested record and the message ENTER 'D' TO VERIFY DELETE. If **D** is entered the record is deleted. If **PF3** or **PF15** is pressed the Table File Update Menu is redisplayed and the Recipient will not be deleted.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
 ND3180MA / ND3180MA              TRANSFER TYPE TABLE - 180             09:55:49
                                        DE TB     DELETE                MSWCH




             Type:  ***

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




 Navigation: ____________________________________________________________
```

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

4.6.1.30 Transfer Subtype Table

The Transfer Subtype Table is used by NPDMS for default data for Non-Federal Transfer Subtypes. This table is maintained and populated by the installation with limited user update authority.

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 in by the system.

Once the Table Menu is displayed, action is performed based on the input of the Table Id **190** and the Enter Selection (**A**, **B**, **C**, or **D**).

4.6.1.30.1 Transfer Subtype Table Add

If Table Id input value = **190** and Selection value = **A**, NPDMS displays the Add Screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3000MA / ND3000PA               TABLE FILE UPDATE MENU                09:56:24
                                        TA                              MSWCH

              Table Id      Table Name

                 105    Installation Code Table
                 145    Printer Destination Table
                 155    Screening Days Table
                 160    Reimbursement Codes Table
                 165    Hazardous Materials Indicator Codes Table
                 170    Recipient Name Table
                 180    Transfer Type Table
                 190    Transfer Subtype Table



 Enter Table Id: 190  Enter Selection: a (A=Add, B=Browse, C=Change, D=Delete)
                                                                      More: N
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

Subtype

Text

Press **<ENTER>**, **PF15**, **PF3**, **PF17**, **PF5**, **PF24**, or **PF12**.

If enter is pressed Transfer Subtype Add Screen is redisplayed with the message Record Successfully Added.

```
                        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
```

4.6.1.30.2 Transfer Subtype Table Browse

If Table Id input value = **190** and Selection value = **B**, NPDMS displays the Browse Screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3000MA / ND3000PA               TABLE FILE UPDATE MENU                09:57:22
                                        TA                              MSWCH

              Table Id      Table Name

                 105    Installation Code Table
                 145    Printer Destination Table
                 155    Screening Days Table
                 160    Reimbursement Codes Table
                 165    Hazardous Materials Indicator Codes Table
                 170    Recipient Name Table
                 180    Transfer Type Table
                 190    Transfer Subtype Table



 Enter Table Id: 190  Enter Selection: b (A=Add, B=Browse, C=Change, D=Delete)
                                                                      More: N
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        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 Type. 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.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3001MB / ND3190PB            TRANSFER SUBTYPE BROWSE                 09:57:52
                                       BRO TB                          MSWCH


   SUBTYPE ID   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
```

4.6.1.30.3 Transfer Subtype Table Change

If Table Id input value = **190** and Selection value = **C**, NPDMS displays the Change Screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3000MA / ND3000PA              TABLE FILE UPDATE MENU                09:58:35
                                       TA                              MSWCH

              Table Id      Table Name

                 105    Installation Code Table
                 145    Printer Destination Table
                 155    Screening Days Table
                 160    Reimbursement Codes Table
                 165    Hazardous Materials Indicator Codes Table
                 170    Recipient Name Table
                 180    Transfer Type Table
                 190    Transfer Subtype Table



 Enter Table Id: 190  Enter Selection: c (A=Add, B=Browse, C=Change, D=Delete)
                                                                   More: N
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

Transfer Subtype

Press **<ENTER>** NPDMS then displays the requested record allowing the user to make modifications.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3190MA / ND3190MA           TRANSFER SUBTYPE  TABLE - 190            09:59:05
                                     CH TB     CHANGE                  MSWCH




         Subtype:  ******

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




Navigation: ____________________________________________________

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

4.6.1.30.4 Transfer Type Table Delete

If Table Id input value = **190** and Selection value = **D**, NPDMS displays the Delete Screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3000MA / ND3000PA              TABLE FILE UPDATE MENU                09:59:33
                                     TA                                MSWCH

              Table Id      Table Name

                 105    Installation Code Table
                 145    Printer Destination Table
                 155    Screening Days Table
                 160    Reimbursement Codes Table
                 165    Hazardous Materials Indicator Codes Table
                 170    Recipient Name Table
                 180    Transfer Type Table
                 190    Transfer Subtype Table



 Enter Table Id: 190  Enter Selection: d (A=Add, B=Browse, C=Change, D=Delete)
                                                                     More: N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
```

```
        HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

Transfer Subtype

Press **<ENTER>** NPDMS then displays the requested record and the message ENTER 'D' TO VERIFY DELETE. If **D** is entered the record is deleted. If **PF3** or **PF15** is pressed the Table File Update Menu is redisplayed and the Recipient will not be deleted.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       08/11/99
ND3190MA / ND3190MA           TRANSFER SUBTYPE  TABLE - 190            10:00:01
                                     DE TB     DELETE                  MSWCH




         Subtype:  ******

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




Navigation: ______________________________________________________

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

4.7 CASE REVIEW

This function provides a detailed online display of the case record with its associated screening data and freeze information for a single item as well as a component system in the NPDMS Data Base.

The user has the option to select the Case Review process from the NPDMS Main Menu or transaction processing or freeze processing screens. The process is limited to review of the case and item from which the case review is requested. Control returns to the screen where the Case Review is initiated.

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.

4.7.1 Case Review Selection Processing

The information displayed on any of the following Case Review screens are not modifiable by the user and thus edit checks are not performed by the system. To view all data for a case, several screens are presented one at a time.

- From the Main Menu, type **4** at Enter Selection along with the Property Case Number and an Item Id, and Press **<Enter>** to access Case Review. The Case Review Screen 1 (ND4000MA) is then displayed.

- If Enter Choice value = I (Next Item), NPDMS then displays the next item of the same case, if any on the Case Review Screen 1 (ND4000MA).

-

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4000MA / ND4000PA             CASE REVIEW SCREEN 1 ( ACTIVE  )       08:37:07
                                                                       MSXXX
Prop Case No: 804101 6282S028    Item ID: 01   Cust Acct No: XXXXX ECN: XXXXXXX
Local Ref No:                                 Turn-In Doc No:
 Comp System Name:                                     FSC:      Cond:
Date Last Updated: 10 / 08 / 96  User ID: MSXXX       Total Components: 1
Initiators:                                 Org: XXXX  Phone:(     )     -
 Item Name: PROJECTION SYSTEM                            NSN:  6730
Mfg's Code: NVIEW  Mfg's Name: N VIEW                          Mfg Year: 1991
  Model No: VF1142                Part No:
 Serial No: XXXX                 MMA Code:         CC: A2     Cap Sens Code: N
 Item Desc:                                                          More: N
  Orig Qty: 1             Unit of Measure: EA     Orig Acq Cost: 1366.00
  Curr Qty: 1      Curr Acq Cost: 1366.00          Tot Acq Cost: 1366.00
   Haz mat:     Prec Metal: A  Contr Prop:               Tag No:
Reimbursement Code: 2        Grantee Prop:       Contr/Grant No:
Exc/Sale:   Unclaimed Prop:   Date Found:    /    /    Fair Mkt:
Mat Inv:   Shelf Life Type:     Exp Date:    /    /    Ext Date:    /    /
Choice: _ (Next Item = I, Scr Dates = S, Frz Data = F, Txn Data = T, Exit = .)
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                                       EXIT
```

DISPLAYED DATA

- Prop Case No

- Item Id
- Cust Acct No
- ECN
- Local Ref No
- Turn-In Doc No
- Comp System Name
- FSC
- Cond
- Date Last Updated display format = MM/DD/YYYY
- User ID
- Total Components
- Initiators
- Org
- Phone
- Item Name
- NSN
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Cap Sens Code

- Item Desc
- Orig Qty
- Unit of Measure
- Orig Acq Cost
- Curr Qty
- Curr Acq Cost
- Total Acq Cost
- Haz Mat
- Prec Metal
- Contr Prop
- Tag No
- Reimbursement Code
- Grantee Prop
- Contr/Grant No
- Exc/Sale
- Unclaimed Prop
- Date Found display format = MM/DD/YYYY
- Fair Mkt
- Mat Inv
- Shelf Life Type
- Exp Date display format = MM/DD/YYYY
- Ext Date display format = MM/DD/YYYY
- **INPUT DATA**
- If the Item Desc field exceeds the space available on the Case Review Screen 1, the system places the cursor at the More field.

- More — default system value = **N,** to view additional data, type **Y**.
- Enter Choice — input values = **I, S, F, T,** or **.**
- Press **<Enter>**.

NOTE: When using a direct command to this process, originate the command from a menu such as Transaction Menu (ND5000MA) or Main Menu (NDO000MB), not a transaction screen such as ND5110MA.

If more data for the Item Desc field can display and you enter 'Y' at the More field the Item Description (ND4110MN) screen displays.

```
ND4110MN                    ITEM DESCRIPTION

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

TECH     ______________________________________________________________________
HEADERS  ______________________________________________________________________
         ______________________________________________________________________
         ______________________________________________________________________

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

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

DISPLAYED DATA

- Prop Desc — input scrolling = **PF19** or **PF20**
- Tech Headers
- Tech Desc — input scrolling = **PF19** or **PF20**
- Press **<Enter>**. NPDMS returns to the Case Review Screen 1 (ND4000MA).

NOTE: The user may view additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing 'PF20' page down. The system displays the last line of the previous

lines shown and 5 new lines of data. The user can scroll to previous screens by pressing 'PF19' page up.

If Enter Choice value = **I** (Next Item), NPDMS then displays the next item of the same case, if any on the Case Review Screen 1 (as shown above).

If Enter Choice value = S (Screen Dates), NPDMS displays Case Review Screen 2 (ND4000MB).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4000MB / ND4000PA             CASE REVIEW SCREEN 2 ( ACTIVE  )       08:44:37
                                          M                            MSXXX
Prop Case No: 804101 6282S028 Item ID: 01          Termination Dt:    /    /
     Install Name: MARSHALL SPACE FLIGHT CENTER              Bldg: XXXX
          Address: MARSHALL SPACE FLIGHT CENTER              Room: XXXXX
Property           MAIL CODE XXXX                   City: XXXX
Location    State: AL Zip: XXXXX       Country:
   Contact Person: XXXXXX XXXXXXXX                  Phone:( XXX ) XXX - XXXX
Whouse Loc:              Whoused Dt:    /    /    Surplus Rel Dt:  11 / 20 / 96
DML Code:       Foreign Prop:          Reclam Code:      Artifact:
Screening Method Install: C NASA-Wide: C  (C=Catalog, F=Fax, L=Local, N=NEMS)
Install   Begin Dt: 10 / 08 / 96  End Dt: 10 / 29 / 96     DoDAAC:
NASA-Wide Begin Dt: 10 / 08 / 96  End Dt: 10 / 29 / 96    DRMO Dt:    /    /
Other Fed Begin Dt: 10 / 30 / 96  End Dt: 11 / 20 / 96
Donation  Begin Dt: 11 / 21 / 96  End Dt: 12 / 12 / 96     GSA Dt: 12 / 23 / 96
Appropriation Data:
1348 Doc:                GSA Control No:                Dt Shippd:    /    /
Shipping Expl:                 Receiving Info:                   GSA Region: 04
Choice: _ (Next Item = I, Scr Dates = S, Frz Data = F, Txn Data = T, Exit = .)
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                                      EXIT
```

DISPLAYED DATA

- Prop Case No
- Item Id
- Termination Dt display format = MM/DD/YYYY
- Install Name
- Bldg
- Address
- Room
- City
- State

- Zip
- Country
- Contact Person
- Phone
- Whouse Loc
- Whoused Dt — display format = MM/DD/YYYY
- Surplus Rel Dt — display format = MM/DD/YYYY
- DML Code
- Foreign Prop
- Reclam Code
- Artifact
- Screening Method Install
- NASA-Wide
- Install Begin Dt — display format = MM/DD/YYYY
- Install End Dt — display format = MM/DD/YYYY
- DoDAAC
- NASA-Wide Begin Dt — display format = MM/DD/YYYY
- NASA-Wide End Dt — display format = MM/DD/YYYY
- DRMO Dt — display format = MM/DD/YYYY
- Other Fed Begin Dt — display format = MM/DD/YYYY
- Other Fed End Dt — display format = MM/DD/YYYY
- Donation Begin Dt — display format = MM/DD/YYYY
- Donation End Dt — display format = MM/DD/YYYY
- GSA Dt — display format = MM/DD/YYYY
- Appropriation Data

- 1348 Doc
- GSA Control No
- Dt Shippd display format = MM/DD/YYYY
- Shipping Expl
- Receiving Info
- GSA Region

INPUT DATA

- Enter Choice input value = **I, S, F, T** or **.**

If Enter Choice value = F, (Freeze Data), NPDMS displays the Freeze Case Review Screen 3 (ND4000MC).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4000MC / ND4000PA      FREEZES - CASE REVIEW SCREEN 3 ( ACTIVE  )    08:48:44
                                  M                                    MSXXX
Prop Case No: 804101 6282S028         Item Id: 01        ECN: XXXXXXX
Local Ref No:                                  Prev Case No:
   Item Name: PROJECTION SYSTEM               Turn-In Doc No:
   Item Desc:                                 NASA Wide End Date:  10 / 29 / 96
Current Available Qty: 1                      OFA Scrng End Date:  11 / 20 / 96
  Unfrozen: 1      Frozen: 0                        GSA Rpt Date:  12 / 23 / 96
=============================== FREEZE INFORMATION ============================
Trans      Freeze       Delinquent     Qty   Priority Freeze Refer Prop Removal
 Id         Date           Date                Ind     Type  Susp      Date
           /    /         /    /      0                                /    /
    Name:                                   Agency:       Phone:(     )     -
           /    /         /    /      0                                /    /
    Name:                                   Agency:       Phone:(     )     -
           /    /         /    /      0                                /    /
    Name:                                   Agency:       Phone:(     )     -

Choice: _ (Next Item = I, Scr Dates = S, Frz Data = F, Txn Data = T, Exit = .)
Navigation: ____________________________________________________________  More:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

DISPLAYED DATA

- Prop Case No
- Item Id
- ECN
- Local Ref No

- Prev Case No
- Item Name
- Turn-in Doc No
- Item Desc
- NASA Wide End Date display format = MM/DD/YYYY
- Current Available Qty
- OFA Scrng End Date display format = MM/DD/YYYY
- Unfrozen
- Frozen
- GSA Rpt Date display format = MM/DD/YYYY
- Freeze Information
- Trans ID
- Freeze Date display format = MM/DD/YYYY
- Delinquent Date display format = MM/DD/YYYY
- Qty
- Priority Ind
- Freeze Type
- Refer Susp
- Prop Removal Date display format = MM/DD/YYYY
- Name
- Agency
- Phone

INPUT DATA

- Enter Choice input values = **I, S, F, T** or **.**

- Press **<Enter>**.
- If Enter Choice value = **T**, (Txn Data), NPDMS displays the Transactions Case Review Screen 4 (ND4000MD).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4000MD / ND4000PA   TRANSACTIONS CASE REVIEW SCREEN 4 ( ACTIVE  )    08:52:43
                                                                       MSXXX
Prop Case No: 804101 6282S028         Item Id: 01        ECN: G008048
Local Ref No:                                   Turn-In Doc No:
Item Name/Desc: PROJECTION SYSTEM                /
==========================TRANSACTION INFORMATION ==========================
Trans        ERN            Trans          User
 Id                         Date            Id

  E04      0863581542       12/23/96
  E01      0862820134       10/08/96     MSXXX
  X90      0862820133       10/08/96     MSXXX





Choice: _ (Next Item = I, Scr Dates = S, Frz Data = F, Txn Data = T, Exit = .)
Navigation: ____________________________________________________   More:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

DISPLAYED DATA

- Prop Case No
- Item Id
- ECN
- Local Ref No
- Prev Case No
- Turn-in Doc No
- Item Name/Desc
- Trans Id
- ERN
- Trans Date
- User Id

- Enter Choice input values = **I, S, F, T** or **.**
- If Enter Choice value = **.**, (Exit), NPDMS returns to the last menu screen displayed before entering the Case Review process.

4.8 TRANSACTION MENU

This process allows for the entry of Idle NASA Property into NPDMS and the recording of transactions reflecting the utilization, transfer, donation, sale or disposal of personal property throughout the NPDMS screening process. NPDMS supports operational requirements for recording the utilization, transfer, donation, sales, or other disposal of foreign or domestic (including Exchange/Sale and Abandoned or Unclaimed) personal property that is no longer required by the using NASA installation or contractor.

The Transactions subsystem provides the capability to add, change, and delete case and item information for all active disposal cases. The Transaction module also provides processes that encompass the activities surrounding the entering/deletion/modification of freeze transactions, final disposition transactions, reversals, converting single case to a component system item, converting component system item to a single case, sales, SRD and GSA Control Number and any corrections to them. Individual processes provide for the processing of receipt transaction, transfer of accountability for the Idle Property to the PDO, and for controlled NEMS screenable items to update the NEMS Data Base to reflect the transfer.

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.

4.8.1 Transaction Processing for Add

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

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

The TRANSACTION MENU (ND5000MA) is displayed.

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

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

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

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

INPUT DATA

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

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

4.8.1.1 Controlled Add With GSA Reporting

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

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

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

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

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

-

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

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

EXTRACTED FROM NEMS

- Cust Acct No

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

INPUT DATA

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

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

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

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

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

```
ND4110MN                    ITEM DESCRIPTION

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

TECH     ______________________________________________________________________
HEADERS  ______________________________________________________________________
         ______________________________________________________________________
         ______________________________________________________________________

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

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

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

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

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

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

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

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

INPUT DATA

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

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

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

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

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

INPUT DATA

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

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

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

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

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

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

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

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

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

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

  If the property is located in the following areas:

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

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

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

INPUT DATA

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

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

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

Appropriate data fields are populated and displayed by the system.

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

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




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

INPUT DATA

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

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

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

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

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



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

Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from mulitple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the ‘Enter’ key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the ‘Enter’ key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering ‘c’ in the cancel field.

Press the ‘Enter’ key.

Edit Criteria:

Org Cost Acct Code

A. Mandatory

B. Must enter Org Cost Acct Code

4.9 Prog Cost Acct Code

A. Mandatory

B. Must enter Prog Cost Acct Code

Enter ‘c’ to cancel:

A. Optional

B. Must be either ‘c’ or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the ‘ENTER’ key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the ‘ENTER’ key.

Step 3: The user may exit the screen at any time by entering an ‘X’ in the exit field. The user will return to the ECN Selection Screen.

Press the ‘ENTER’ key.

EDIT CRITERIA:

Blank or ‘X’

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

4.9.1.1 Non-Controlled Add With GSA Reporting

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

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

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

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

Appropriate data fields are populated and displayed by the system.

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

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

INPUT DATA

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

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

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

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

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

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

```
ND4110MN                    ITEM DESCRIPTION

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

 TECH     ______________________________________________________________
 HEADERS  ______________________________________________________________
          ______________________________________________________________
          ______________________________________________________________

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

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

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

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

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

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

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

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

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

INPUT DATA

- Appropriation Data

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

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

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

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

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

INPUT DATA

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

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

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

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

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

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

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

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

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

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

  If the property is located in the following areas:

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

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

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

INPUT DATA

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

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

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

Appropriate data fields are populated and displayed by the system.

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

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

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




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

INPUT DATA

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

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

- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

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

4.9 .2 Controlled Component System Item Add with GSA Reporting

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

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

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

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

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

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

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

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

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg’s Code
- Mfg’s Name

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

INPUT DATA

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

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

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

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

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

```
ND4110MN                    ITEM DESCRIPTION

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

 TECH      ____________________________________________________________
 HEADERS   ____________________________________________________________
           ____________________________________________________________
           ____________________________________________________________

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

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

INPUT DATA

- Prop Desc

- Tech Headers

- Tech Desc

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

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

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

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

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

INPUT DATA

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

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

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

INPUT DATA

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

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

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

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

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

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

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

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

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

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

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

  If the property is located in the following areas:

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

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

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

INPUT DATA

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

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

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

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

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

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

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

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

Appropriate data fields are populated and displayed by the system.

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

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




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

INPUT DATA

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

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

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



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

Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the ‘Enter’ key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the ‘Enter’ key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering ‘c’ in the cancel field.

Press the ‘Enter’ key.

Edit Criteria:

Org Cost Acct Code

A. Mandatory

B. Must enter Org Cost Acct Code

Prog Cost Acct Code

A. Mandatory

B. Must enter Prog Cost Acct Code

Enter ‘c’ to cancel:

A. Optional

B. Must be either ‘c’ or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the ‘ENTER’ key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the ‘ENTER’ key.

Step 3: The user may exit the screen at any time by entering an ‘X’ in the exit field. The user will return to the ECN Selection Screen.

Press the ‘ENTER’ key.

EDIT CRITERIA:

Blank or ‘X’

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

Appropriate data fields are populated and displayed by the system

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


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

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


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

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

INPUT DATA

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

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

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

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

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

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

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

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

4.9.1.3 Non-Controlled Component System Item Add with GSA Reporting

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

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

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

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

Appropriate data fields are populated and displayed by the system.

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

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

INPUT DATA

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

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

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

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

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

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

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

INPUT DATA

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

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

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

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

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room

- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to
  - — GSA Region — input value = reporting GSA Region
  - — DRMO DODAAC — input value = **blank**
- Print Doc — input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date — input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop — input value = **Y** or **blank**
- Reclaim Code — input values = **Y**, **R**, or **N**
- CC
- Artifact — input value = **Y** or **blank**

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

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

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

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

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

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

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

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

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

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

  If the property is located in the following areas:

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

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

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

INPUT DATA

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

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

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

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

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

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

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

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

Appropriate data fields are populated and displayed by the system.

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

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

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




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

INPUT DATA

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

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

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



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

Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from mulitple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the ‘Enter’ key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the ‘Enter’ key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering ‘c’ in the cancel field.

Press the ‘Enter’ key.

Edit Criteria:

Org Cost Acct Code

A. Mandatory

B. Must enter Org Cost Acct Code

Prog Cost Acct Code

A. Mandatory

B. Must enter Prog Cost Acct Code

Enter ‘c’ to cancel:

A. Optional

B. Must be either ‘c’ or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the ‘ENTER’ key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the ‘ENTER’ key.

Step 3: The user may exit the screen at any time by entering an ‘X’ in the exit field. The user will return to the ECN Selection Screen.

Press the ‘ENTER’ key.

EDIT CRITERIA:

Blank or ‘X’

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

Appropriate data fields are populated and displayed by the system.

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


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

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


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

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

INPUT DATA

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

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

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

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

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

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

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

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

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

4.9.1.4 Controlled Add With DRMO Transfer

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

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

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

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

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

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

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

EXTRACTED FROM NEMS

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

INPUT DATA

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

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

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

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

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

```
ND4110MN                    ITEM DESCRIPTION

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

 TECH     ______________________________________________________________
 HEADERS  ______________________________________________________________
          ______________________________________________________________
          ______________________________________________________________

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

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

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

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

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

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

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

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

INPUT DATA

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

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

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

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

INPUT DATA

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

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

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

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

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

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

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

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

```
4.8.1.5 CONTROLLED ADD WITH DRMO TRANSFER CON'T  4-242

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

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

 This property is scheduled to be reported on              to DoDAAC:


 Ship from Fedstrip ACC:                       Supplementary Address:




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

INPUT DATA

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

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

4.9.1.5 Non-Controlled Add with DRMO Transfer

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

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

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

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

Appropriate data fields are populated and displayed by the system.

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

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

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

INPUT DATA

- Local Ref No

• Turn-In Doc No	input value = your document number
• Initiators Name	
• Initiators Org Code	
• Initiators Phone	
• NSN	
• Item Name	
• Mfg's Code	input values = blank, valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
• Mfg's Name	input values = blank, name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
• Mfg Year	
• Model No	
• Part No	
• Serial No	
• MMA Code	
• CC	
• Cap Sens Code	input values = **N**, **X**, **Q**, **M** or **P**
• Qty	
• Unit of Measure	
• Unit Acq Cost	

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

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected

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

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

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

```
ND4110MN                    ITEM DESCRIPTION

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

 TECH      ____________________________________________________________
 HEADERS   ____________________________________________________________
           ____________________________________________________________
           ____________________________________________________________

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

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

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

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

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

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

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

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

INPUT DATA

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

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

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

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

INPUT DATA

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

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

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

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

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

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

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

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

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

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

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

This property is scheduled to be reported on              to DoDAAC:


Ship from Fedstrip ACC:                        Supplementary Address:




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

INPUT DATA

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

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

- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

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

4.9.1.6 Controlled Component System Item Add with DRMO Transfer

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

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

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

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

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

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

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

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg’s Code
- Mfg’s Name
- Mfg Year

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

INPUT DATA

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

- Unit Acq Cost
- Stock Status Code — input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop — input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop — input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale — input value = **Y** or **blank**
- Unclaimed Prop — input value = **Y** or **blank**
- Date Found — input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc — input value = **Y** or **N**
- Item Desc
- More — input value = **Y** or **blank**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

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

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

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

```
ND4110MN                    ITEM DESCRIPTION

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

 TECH      ____________________________________________________________
 HEADERS   ____________________________________________________________
           ____________________________________________________________
           ____________________________________________________________

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

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

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

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

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

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

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

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

INPUT DATA

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

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

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

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

INPUT DATA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This property is scheduled to be reported on              to DoDAAC:


Ship from Fedstrip ACC:                        Supplementary Address:




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

INPUT DATA

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

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

Appropriate data fields are populated and displayed by the system.

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


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

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


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

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

INPUT DATA

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

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

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

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

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

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

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

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

4.9.1.7 Non-Controlled Component System Item Add with DRMO Transfer

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

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

Appropriate data fields are populated and displayed by the system.

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

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

INPUT DATA

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

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

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

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

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

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

```
ND4110MN                    ITEM DESCRIPTION

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

 TECH      ______________________________________________________________
 HEADERS   ______________________________________________________________
           ______________________________________________________________
           ______________________________________________________________

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

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

INPUT DATA

- Prop Desc
- Tech Headers

- Tech Desc

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

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

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

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

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

INPUT DATA

- Appropriation Data

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

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

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

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

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

INPUT DATA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This property is scheduled to be reported on              to DoDAAC:


Ship from Fedstrip ACC:                        Supplementary Address:




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

INPUT DATA

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

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

Appropriate data fields are populated and displayed by the system.

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


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

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


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

INPUT DATA

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

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

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

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

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

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

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

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

4.9.1.8 Component System Item Add To Existing Component System

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

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

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

an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

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

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

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

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

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

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

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

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

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

INPUT DATA

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

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

- Additional Component Item input value = **Y**
- Press **<Enter>**.

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

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

INPUT DATA

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

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

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

        Withdrawal/Correction Narrative:
 ____________________________________________________________
 ____________________________________________________________
 ____________________________________________________________
 ____________________________________________________________

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

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

INPUT DATA

- Withdrawal/Correction Narrative

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

4.9.1.9 Single and Component System Item Case Add With Receipt

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

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

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

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the Case Add screen,
- Appropriate data fields are populated and displayed by the system.
- Refer to the following UOG sections for step-by-step instructions:
  - 4.8.1.1 (Controlled Add with GSA Reporting)
  - 4.8.1.2 (Non-Controlled Add with GSA Reporting)
  - 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)
  - 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)
  - 4.8.1.5 (Controlled Add with DRMO Transfer)
  - 4.8.1.6 (Non-Controlled Add with DRMO Transfer)
  - 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)
  - 4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4110PA      COMPONENT SYSTEM ITEM ADD SCREEN 2            12:26:45

                                                                       MSXXX

Prop Case No:                     Item Id:

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX

          Address: BLDG XXXX********************  Bldg: XXXX****** Room: _____

Property           ______________________________    Fax:( XXX ) XXX - XXXX

Location     City: HUNTSVILLE**********            State: AL Zip: XXXXX ____

          Country: ______________________________

Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N

Warehouse Loc: ____________         Warehoused Date: __ __ ____

DML Code: _     Foreign Prop: _     Reclam Code: _      CC: A1     Artifact: _

               DAYS                                Begin Dates     End Dates

                21_     Installation Screening:  03 01 2001      03 22 2001

Screening       21_        NASA-Wide Screening:  03 01 2001      03 22 2001

Timeframes      0__    Other Federal Screening:  03 23 2001      03 23 2001

                21_         Donation Screening:  03 24 2001      04 14 2001

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)

ADDITIONAL COMPONENT ITEMS (Y/N): N    ECN: _______    CUST ACCT NO: _____

Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

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

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

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

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

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

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

4.9.1.10 Non-Controlled/Controlled Property Check

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

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

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

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

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4110PA      NON-CONTROLLED PROPERTY ITEM ADD              10:48:18

                                                                       MSXXX

Prop Case No: 804101 5335C242      ITEM ID: 03 Cust Acct No: 33001

Local Ref No: ______________________________ Turn-In Doc No: _________________

 Initiators Name:  ______________________________ Initiators Org Code: _____

Initiators Phone:( ___ ) ___ - ____                     NSN: **** _________

 Item Name: ************************************************************

Mfg's Code: _____  Mfg's Name: ______________________________    Mfg Year: ____

 Model No: _____________________    Part No: ________________________________

Serial No: _____________________   MMA Code: __      CC: **     Cap Sens Code: X

       QTY: *****        UNIT OF MEASURE: **           ACQ COST: *************


 Stock Status Code: 5         Contr Prop: _              Tag No: _____________

Reimbursement Code: _       Grantee Prop: _      Contr/Grant No: _____________

Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _____________

Mat Inv: _ SHELF LIFE TYPE: 0   EXP DATE: __ __ ____   EXT DATE: __ __ ____

Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y

Item Desc: ____________________________________________________________ More: _

                                                          RETAIN (Y/N): N

Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Local Ref No
- Turn-In Doc No — input value = your document number

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

NOTE: the value cannot be blank or NONE

- Part No
- Serial No

NOTE: the value can not be blank or NONE

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

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

- Print Pickup Doc — input value = **Y** or **N**
- Item Desc
- More — input value = **Y** or **blank**

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4110PA           NON-CONTROLLED PROPERTY ADD              12:07:41

                                       A CA                            MSXXX

                                               Cust Acct No: XXXXX

Local Ref No: ______________________________ Turn-In Doc No: _________________

 Initiators Name:  ______________________________ Initiators Org Code: _____

 ******************************************************************************

   ND4110MF


  A record has been found on the NEMS Equipment File with

  the same Model Number and Serial Number.


  ECN:          Item Name:


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


  NOTE:  Some of the data may be changed.

 ******************************************************************************

Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Process as a Controlled Property input value = **Y** or **N**
- Enter ’C’ to Cancel input value = **C** or **blank**

- Press **<Enter>**. If the user elects to process the entered record as controlled property, the case record is updated with the controlled property information. NPDMS generates an E01 Add Transaction and a X90 Transaction to identify NEMS Equipment data. NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and remains on the Add screen for entry of the next record.

- Haz Mat Ind

4.9.2 Change

The Transactions subsystem provides the capability to modify cases and item information for all active disposal cases.

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       03/01/01

ND5000MA / ND5000PA                 TRANSACTION MENU                   12:04:23

                                       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 = **2**
- Prop Case No (Mandatory)

- Item Id (Optional)

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

4.9.2.1 Controlled Change with GSA Reporting

This process allows the user to update single case data for Controlled property (NEMS-tagged) with GSA Reporting.

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

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

- From the Transaction Menu, type **2** at Enter Selection and Prop Case No to access the CONTROLLED PROPERTY CHANGE screen (ND4110MA).

- Press **<Enter>**. NPDMS then verifies that the entered Prop Case No is present on the NPDMS Case File and displays it on the CONTROLLED PROPERTY CHANGE (ND4110MA) screen, and places the cursor at the first input field.

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA             CONTROLLED PROPERTY CHANGE             12:07:39

                                       CH CA                           MSXXX

PROP CASE NO: XXXXX XXXXXXXX                  Cust Acct No: XXXXX ECN: XXXXXXX

Local Ref No: ________________________________ Turn-In Doc No: ________________

 Initiators Name:  ________________________________ Initiators Org Code: XXXX_

Initiators Phone:( ___ ) ___ - ____        STD: ( Y )   NSN: XXXX __________

 Item Name: COMPUTER, MICRO*********************************************

Mfg's Code: XXXXX  Mfg's Name: XXX TECHNOLOGIES INC FRMLY XXX    Mfg Year: XXXX

 Model No: APC-H702X___________    Part No: ________________________________

Serial No: 9405115UB___________   MMA Code: __      CC: A2     Cap Sens Code: N

  CURR QTY: 1****        UNIT OF MEASURE: EA      UNIT ACQ COST: 3215.00******

                                                  New Unit Cost: _______________

 Stock Status Code: 5         Contr Prop: _              Tag No: _______________

Reimbursement Code: 2       Grantee Prop: _      Contr/Grant No: _____________

Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _______________


Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: N

Item Desc: ____________________________________________________________ More: _


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Local Ref No
- Turn-In Doc No — input value = your document number

- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- New Unit Cost
- Stock Status Code — input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop — input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop — input value = **Y** or **blank**

- Contr/Grant No
- Exc/Sale — input value = **Y** or **blank**
- Unclaimed Prop — input value = **Y** or **blank**
- Date Found — input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc — input value = **Y** or **N**
- Item Desc
- More — input value = **Y** or **blank**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter additional Description Data.

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

```
ND4110MN                    ITEM DESCRIPTION


PROP     ____________________________________________________________        1

DESC     ____________________________________________________________        2

         ____________________________________________________________        3

         ____________________________________________________________        4

         ____________________________________________________________        5

         ____________________________________________________________        6


TECH     ______________________________________________________________

HEADERS  ______________________________________________________________

         ______________________________________________________________

         ______________________________________________________________


TECH     _____________________________________________________________ 1

DESC     _____________________________________________________________ 2

         _____________________________________________________________ 3

         _____________________________________________________________ 4

         _____________________________________________________________ 5

         _____________________________________________________________ 6


Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc
- Tech Headers

- Tech Desc

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

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

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA             CONTROLLED PROPERTY CHANGE             12:32:46

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX                  Cust Acct No: XXXXX ECN: XXXXXXX

Local Ref No: ________________________________ Turn-In Doc No: ________________

 Initiators Name:  ________________________________ Initiators Org Code: XXXX_

Initiators Phone:( ___ ) ___ - ____        STD: ( Y )   NSN: XXXX  __________

 Item Name: COMPUTER, XXXXX*********************************************

Mfg's Code: XXXXX  Mfg's Name: XXX TECHNOLOGIES INC FRMLY XXX    Mfg Year: XXXX

 Model                                                                  ___

Serial                                                                  ode: N

  CURR   XXXXXXXX      Please Enter Appropriation Data:                  *****

                                                                         _____

 Stock         ________________________________________________          _____

Reimbu                                                                  ____

Exc/Sa                      Enter 'C' to Cancel: _                      _____


Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: N

Item Desc: 1_____________________________________________________________ More: _


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF
```

INPUT DATA

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

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXXXXXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: MSFC****************            State: AL Zip: XXXXX ____

          Country: ______________________________

Report To: GSA Region: XX  or  DRMO DODAAC:  ______   Print Doc (Y/N): N

Warehouse Loc: XXXX________         Warehoused Date: 10 08 1996

DML Code: _     Foreign Prop: _     Reclam Code: _      CC: A2     Artifact: _

               DAYS                                Begin Dates     End Dates

                21_     Installation Screening:  10 08 1996      10 29 1996

Screening       21_        NASA-Wide Screening:  10 08 1996      10 29 1996

Timeframes      0__    Other Federal Screening:  10 30 1996      10 30 1996

                21_         Donation Screening:  10 31 1996      11 21 1996

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                       EXIT
```

NOTE: If Warehouse Loc and Warehoused Date are pre-filled these fields are modifiable; otherwise these fields are protected.

INPUT DATA

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

- DML Code
- Foreign Prop — input value = **Y** or **blank**
- Reclam Code — input values = **Y, R** or **N**
- CC
- Artifact — input value = **Y** or **blank**

Screening Timeframes:

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

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

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

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

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

NOTE: The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

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

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXXXXXXXXXXX***************  Phone:( XXX ) XXX - XXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Proper                                                                  11

Locati                                                                  ___

          ND5100MB

Report                Mark the document(s) you wish printed

Wareho

DML Co             _  Print NASA 811 ('Y')                              ct: _

                   _  Print NASA 812 ('Y')                              s

                   _  Print SF-120 Correction ('C')                     96

Screen             _  Print SF-120 Withdrawal ('W')                     96

Timefr             _  Print DD-1348-1A ('Y')                            96

                   _  Print Foreign Disposal Approval Form ('Y')        96

Method                                                                   Only)

                     Enter 'C' to Cancel: _

Naviga

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                     EXIT
```

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

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 contains a value of **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments screen. If **C** is entered to Cancel, NPDMS displays the (ND4110MB) CHANGE SCREEN 2.

```
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 contains a value of **Y**, NPDMS displays the pop-up window (ND5100MC) Property Transaction Description screen. If **C** is entered to Cancel, NPDMS displays the (ND4110MB) CHANGE SCREEN 2.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXXXXXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: 4711****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: MSFC****************            State: AL Zip: XXXXX ____

*********************************************************************

        ND5100MC      Property Transaction Description:


 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________


                  Enter 'C' to Cancel: _

*********************************************************************

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

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

If the Print SF-120 Correction field contains a value of **C**, or the Print SF-120 Withdrawal field contains a value of **W**, NPDMS displays the pop-up window (ND5100MD) Withdrawal/Correction Narrative screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXXXXXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: XXXX****************            State: AL Zip: XXXXX ____

*****************************************************************

         ND5100MD

                  GSA Withdrawal Approval Date:  **  **  ****


        Withdrawal/Correction Narrative:

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________


                    Enter 'C' to Cancel: _

*****************************************************************

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

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

- Press **<Enter>**. NPDMS displays the GSA REPORTING DATA screen (ND4110MC) or the pop-up window for Adjustment Description Data (ND4110MH). If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

 ND4110MB / ND4210PA                 CHANGE SCREEN 2                   12:34:52

                                        CH CA                          MSXXX

 PROP CASE NO: XXXXXX XXXXXXXX

      Install Name: MARSHALL SPACE FLIGHT CENTER************

    Contact Person: XXXXXXXXXXXXXXX***************  Phone:( XXX ) XXX - XXXX

           Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

 Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

 Location     City: MSFC****************            State: AL Zip: XXXXX ____
***************************************************************************

          ND4110MH


         Adjustments have been made.

         Description of Adjustments is required.


         ****************************************

         ________________________________________


                  Enter 'C' to Cancel: _


***************************************************************************

                DAYS                                Begin Dates     End Dates

                 21_     Installation Screening:  10 08 1996      10 29 1996

 Screening       21_        NASA-Wide Screening:  10 08 1996      10 29 1996

 Timeframes      0__    Other Federal Screening:  10 30 1996      10 30 1996

                 21_         Donation Screening:  10 31 1996      11 21 1996

 Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


 Navigation: ____________________________________________________

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF  PREV        CNCL                                        EXIT
```

INPUT DATA

- Adjustment Description Data
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. The GSA REPORTING DATA screen (ND4110MC) is displayed. If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MC / ND4210PA                GSA REPORTING DATA                  13:08:10

                                                                       MSXXX


Local Ref No:                                Turn-In Doc No:

Appropriation Data: ____________________________________________________

Reimbursement Code: _  Exc/Sale: _  Unclaimed Prop:    Fair Mkt: _____________

Reporting NASA Installation Name: ****************************************

Contact Person: ******************************    Phone: ( *** ) *** - ****

Address: ******************************             Fax: ( *** ) *** - ****

         ______________________________

   City: ********************       State: **       Zip: ***** ____


This Property is scheduled to be reported on              to GSA Region:









                           ________                __

Navigation: ___________________________________________________________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

- Appropriation Data
- Reimbursement Code

- Exc/Sale — input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name — input value = your center name
- Contact Person
- Phone
- Address (line 1) — input value = your center address
- Fax
- Address (line 2) — input value = your center address
- City
- State
- Zip
- Next Prop Case No
- Next Item Id
- 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 updates the Case File, generates an E02 Change Transaction, generates a X60 Transaction to identify NEMS Equipment data, generates a NP/NEMS Interface ERN, and NPDMS displays the message *'Case N14 Changed, ERN Of E01: N10 With N Add'l Txn(s)'* and returns to the TRANSACTION MENU (ND5000MA).
- If Next Prop Case No is entered, the system returns to the CONTROLLED PROPERTY CHANGE screen (ND4110MA).

4.9 .2 Non-Controlled Change with GSA Reporting

This process allows the user to update single case data for Non-Controlled property with GSA Reporting.

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

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

- From the Transaction Menu, type **2** at Enter Selection and Prop Case No to access the NON-CONTROLLED PROPERTY CHANGE screen (ND4110MA).

- Press **<Enter>**. NPDMS then verifies that the entered Prop Case No is present on the NPDMS Case File and displays it on the NON-CONTROLLED PROPERTY CHANGE (ND4110MA) screen, and places the cursor at the first input field.

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA             NON-CONTROLLED PROPERTY CHANGE         13:28:46

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX                  Cust Acct No: XXXXX ECN: XXXXXXX

Local Ref No: ________________________________ Turn-In Doc No: ________________

 Initiators Name:  ________________________________ Initiators Org Code: XXXX_

Initiators Phone:( ___ ) ___ - ____        STD: ( Y )   NSN: XXXX __________

 Item Name: COMPUTER, XXXXX*********************************************

Mfg's Code: NECHE  Mfg's Name: NEC TECHNOLOGIES INC FRMLY NEC    Mfg Year: 1XXXX

 Model No: XXX-XXXXX___________    Part No: ________________________________

Serial No: XXXXXXXXX___________   MMA Code: __      CC: XX     Cap Sens Code: X

  CURR QTY: 1****        UNIT OF MEASURE: EA      UNIT ACQ COST: 3215.00******

                                                  New Unit Cost: ______________

 Stock Status Code: 5         Contr Prop: _              Tag No: ______________

Reimbursement Code: 2       Grantee Prop: _      Contr/Grant No: _____________

Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: ______________


Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: N

Item Desc: 1_____________________________________________________________ More: _


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

NOTE: Mat Inv field is pre-filled with **Y** if the property is Materials Inventory. If property is added through the supply batch process, it is protected.

INPUT DATA

- Local Ref No

• Turn-In Doc No	input value = your document number
• Initiators Name	
• Initiators Org Code	
• Initiators Phone	
• NSN	
• Item Name	
• Mfg's Code	
• Mfg's Name	
• Mfg Year	
• Model No	
• Part No	
• Serial No	
• MMA Code	
• CC	
• Cap Sens Code	input values = **N**, **X**, **Q**, **M**, or **P**
• Unit of Measure	
• New Qty	
• New Unit Cost	
• Stock Status Code	input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for

	Capitalized Equipment, **5** for all other property
• Contr Prop	input values = **Y** or **blank**
• Tag No	
• Reimbursement Code	
• Grantee Prop	input value = **Y** or **blank**
• Contr/Grant No	
• Exc/Sale	input values = **Y** or **blank**
• Unclaimed Prop	input values = **Y** or **blank**
• Date Found	input format = **MM/DD/YYYY**
• Fair Mkt	
• Mat Inv	input value = **Y** or **blank**
• Shelf Life Type	input values = **0**, **1**, **2** or **blank**
• Ext Date	input format = **MM/DD/YYYY**
• Haz Mat Code	
• Haz Mat Ind	
• Precious Metals Code	
• Print Pickup Doc	input values = **Y** or **N**
• Item Desc	
• More	input value = **Y** or **blank**

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

If the property has a Model Number or Serial Number that matches a NEMS item, the property may be processed as Controlled (NEMS-tagged). NPDMS displays a pop-up window (ND4110MF) message that requires user response.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA             NON-CONTROLLED PROPERTY CHANGE         13:28:46

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX                  Cust Acct No: XXXXX ECN: XXXXXXX

Local Ref No: ______________________________ Turn-In Doc No: _________________

******************************************************************************

   ND4110MF


  A record has been found on the NEMS Equipment File with

  the same Model Number and Serial Number.


  ECN:          Item Name:


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


  NOTE:  Some of the data may be changed.

******************************************************************************

Navigation: ____________________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Process as a Controlled Property input value = **Y** or **N**
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If the user elects to process the entered record as controlled property, the case record is updated with the controlled property information. NPDMS generates an E02 Change Transaction and a X90 Transaction to identify NEMS Equipment data. NPDMS then displays the message *’Record Successfully Changed’* and remains on the Change screen for entry of the next record.

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

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

```
ND4110MN                    ITEM DESCRIPTION


 PROP     ____________________________________________________________        1

 DESC     ____________________________________________________________        2

          ____________________________________________________________        3

          ____________________________________________________________        4

          ____________________________________________________________        5

          ____________________________________________________________        6


 TECH     ______________________________________________________________

 HEADERS  ______________________________________________________________

          ______________________________________________________________

          ______________________________________________________________


 TECH     ______________________________________________________________ 1

 DESC     ______________________________________________________________ 2

          ______________________________________________________________ 3

          ______________________________________________________________ 4

          ______________________________________________________________ 5

          ______________________________________________________________ 6


 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc
- Tech Headers

- Tech Desc

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

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

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA             NON-CONTROLLED PROPERTY CHANGE         12:32:46

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX                  Cust Acct No: XXXXX ECN: XXXXXXX

Local Ref No: ________________________________ Turn-In Doc No: ________________

 Initiators Name:  ________________________________ Initiators Org Code: XXXX_

Initiators Phone:( ___ ) ___ - ____        STD: ( Y )   NSN: XXXX __________

 Item Name: COMPUTER, XXXXX*********************************************

Mfg's Code: XXXXX  Mfg's Name: XXX XXXXXXXXXXXX XXX XXXXX XXX    Mfg Year: XXXX

 Model                                                                  ___

Serial                                                                  ode: N

  CURR   XXXXXXXX      Please Enter Appropriation Data:                  *****

                                                                         _____

 Stock         ________________________________________________          _____

Reimbu                                                                  ____

Exc/Sa                      Enter 'C' to Cancel: _                      _____


Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: N

Item Desc: 1_____________________________________________________________ More: _


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

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

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

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXXXXXXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: XXXX****************            State: AL Zip: XXXXX ____

          Country: ______________________________

Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N

Warehouse Loc: 4200________         Warehoused Date: 10 08 1996

DML Code: _     Foreign Prop: _     Reclam Code: _      CC: A2     Artifact: _

               DAYS                               Begin Dates     End Dates

                21_     Installation Screening:  10 08 1996      10 29 1996

Screening       21_        NASA-Wide Screening:  10 08 1996      10 29 1996

Timeframes      0__    Other Federal Screening:  10 30 1996      10 30 1996

                21_         Donation Screening:  10 31 1996      11 21 1996

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

NOTE: If Warehouse Loc and Warehoused Date are pre-filled these fields are modifiable; otherwise these fields are protected.

INPUT DATA

- Install Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg — input value = **NOC** (if unknown)
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:
  - GSA Region — input value = reporting GSA Region
  - DRMO DODAAC — input value = **blank**
- Print Doc — input value = **Y** or **N**
- Warehouse Loc

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

Screening Timeframes

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

- Donation Screening

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

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

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

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

NOTE: The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

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

If Print Doc equals **Y**, NPDMS displays the following pop-up window ND5100MB:

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXXXXXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Proper                                                                  11

Locati                                                                  ___

          ND5100MB

Report                Mark the document(s) you wish printed

Wareho

DML Co             _  Print NASA XXX ('Y')                              ct: _

                   _  Print NASA XX ('Y')                              s

                   _  Print SF-XXX Correction ('C')                     96

Screen             _  Print SF-XXX Withdrawal ('W')                     96

Timefr             _  Print DD-XXXX-XX ('Y')                            96

                   _  Print XXXXXXX XXXXXXXX XXXXXXXX Form ('Y')        96

Method                                                                   Only)

                     Enter 'C' to Cancel: _

Naviga

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                     EXIT
```

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

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 contains a value of **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments screen. If **C** is entered to Cancel, NPDMS displays the (ND4110MB) CHANGE SCREEN 2.

```
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 contains a value of **Y**, NPDMS displays the pop-up window (ND5100MC) Property Transaction Description screen. If **C** is entered to Cancel, NPDMS displays the (ND4110MB) CHANGE SCREEN 2.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: XXXX****************            State: AL Zip: XXXXX ____

*********************************************************************

        ND5100MC      Property Transaction Description:



 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________


                  Enter 'C' to Cancel: _

*********************************************************************

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

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

If the Print SF-120 Correction field contains a value of **C**, or the Print SF-120 Withdrawal field contains a value of **W**, NPDMS displays the pop-up window (ND5100MD) Withdrawal/Correction Narrative screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: MSFC****************            State: AL Zip: XXXXX ____

*****************************************************************

         ND5100MD

                  GSA Withdrawal Approval Date:  **  **  ****


        Withdrawal/Correction Narrative:

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________


                    Enter 'C' to Cancel: _

*****************************************************************

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

     HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative

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

- Press **<Enter>**. NPDMS displays the GSA REPORTING DATA screen (ND4110MC) or the pop-up window for Adjustment Description Data (ND4110MH). If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

```
312


                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

 ND4110MB / ND4210PA                 CHANGE SCREEN 2                   12:34:52

                                        CH CA                          MSXXX

 PROP CASE NO: XXXXXX XXXXXXXX

      Install Name: MARSHALL SPACE FLIGHT CENTER************

    Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

           Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: 4711****** Room: XXXX_

 Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

 Location     City: XXXX****************            State: AL Zip: XXXXX ____
***************************************************************************

          ND4110MH


         Adjustments have been made.

         Description of Adjustments is required.


         ****************************************

         ________________________________________


                  Enter 'C' to Cancel: _


***************************************************************************

                DAYS                                Begin Dates     End Dates

                 21_     Installation Screening:  10 08 1996      10 29 1996

 Screening       21_        NASA-Wide Screening:  10 08 1996      10 29 1996

 Timeframes      0__    Other Federal Screening:  10 30 1996      10 30 1996

                 21_         Donation Screening:  10 31 1996      11 21 1996

 Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


 Navigation: ____________________________________________________

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF  PREV        CNCL                                        EXIT
```

INPUT DATA

- Adjustment Description Data
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. The GSA REPORTING DATA screen (ND4110MC) is displayed. If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MC / ND4210PA                GSA REPORTING DATA                  13:08:10

                                                                       MSXXX


Local Ref No:                                Turn-In Doc No:

Appropriation Data: ____________________________________________

Reimbursement Code: _  Exc/Sale: _  Unclaimed Prop:    Fair Mkt: _____________

Reporting NASA Installation Name: ****************************************

Contact Person: ******************************    Phone: ( *** ) *** - ****

Address: ******************************             Fax: ( *** ) *** - ****

         ________________________________

   City: ********************       State: **       Zip: ***** ____


This Property is scheduled to be reported on              to GSA Region:









                           ________                __

Navigation: ____________________________________________________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

- Appropriation Data
- Reimbursement Code
- Exc/Sale — input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name — input value = your center name
- Contact Person
- Phone
- Address (line 1) — input value = GSA address
- Fax
- Address (line 2) — input value = GSA address
- City
- State
- Zip
- Next Prop Case No
- Next Item Id
- 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.

```
 ND4110MC / ND4110PA                GSA REPORTING DATA                  14:48:18

                                        A CA                            MSWCH



 Local Ref No:

 Appropriation Data   EQUIP ECN  F000041                        ______

 Reimbursement Code   DISPOSAL CASE NMBR                        t: _____________

 Reporting NASA Ins                                              ************

 Contact Person: JO   ORG COST ACCT CODE  oca_                    ) 544 - 4788

 Address: MARSHALL    PROG COST ACCT CODE  pca_                   ) 544 - 1151

          MAIL CODE

    City: MSFC*****   PREVIOUS ORG COST ACCT CODE                 ____

                      PREVIOUS PROG COST ACCT CODE

 This Property is s                                              SA Region: 04

  GENERAL SERVICES                                                    GA

                                  PRESS ENTER TO CONTINUE

                                         OR 'C' TO CANCEL _


Navigation: ____________________________________________________

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from mulitple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the ‘Enter’ key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the ‘Enter’ key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering ‘c’ in the cancel field.

Press the ‘Enter’ key.

Edit Criteria:

Org Cost Acct Code

A. Mandatory

B. Must enter Org Cost Acct Code

Prog Cost Acct Code

A. Mandatory

B. Must enter Prog Cost Acct Code

Enter ‘c’ to cancel:

A. Optional

B. Must be either ‘c’ or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the ‘ENTER’ key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the ‘ENTER’ key.

Step 3: The user may exit the screen at any time by entering an ‘X’ in the exit field. The user will return to the ECN Selection Screen.

Press the ‘ENTER’ key.

EDIT CRITERIA:

Blank or ‘X’

- NPDMS then updates the Case File and generates an E02 Change Transaction, and displays the message *’Case N14 Changed, ERN Of E01: N10 With N Add’l Txn(s)’* and returns to the TRANSACTION MENU (ND5000MA).
- If Next Prop Case No is entered, the system returns to the NON-CONTROLLED PROPERTY CHANGE (ND4110MA) screen.

4.9.2.3 Controlled Component System Item/Case Change with GSA Reporting

This process allows the user to update Component System Item/Case data for Controlled (NEMS-tagged) property with GSA Reporting.

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

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

- From the Transaction Menu, type **2** at Enter Selection, Prop Case No, and optionally the Item Id to access the CONTROLLED PROPERTY CHANGE screen (ND4110MA).

- Press **<Enter>**. NPDMS then verifies that the entered Prop Case No is present on the NPDMS Case File and displays it on the CONTROLLED PROPERTY CHANGE (ND4110MA) screen, and places the cursor at the first input field. Appropriate data fields are populated and displayed by the system.

- If Item Id equals **blank**, NPDMS displays the COMPONENT SYSTEM ITEM SELECTION screen (ND4110MM). This allows the user to select the appropriate component system item (single item cases bypass the ND4110MM screen).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MM / MDX500PA         COMPONENT SYSTEM ITEM SELECTION            15:00:37

                                                                       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---

      Help  LoPF              Cncl        PgUp  PgDn
```

INPUT DATA

- Enter the Line No to Process — input value = **1 - 8** (Line Number associated with the Item Id)

- Press **<Enter>**. NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY CHANGE screen (ND4110MA).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA    COMPONENT SYSTEM CONTROLLED PROPERTY CHANGE     13:28:46

                                        CH CA                           MSXXX

PROP CASE NO: 804101 6282S031                  Cust Acct No: 33001 ECN: XXXXXXXX

Local Ref No: ______________________________ Turn-In Doc No: _________________

 Initiators Name:  ______________________________ Initiators Org Code: XXXX_

Initiators Phone:( ___ ) ___ - ____        STD: ( Y )   NSN: 7021 __________

 Item Name: COMPUTER, XXXXX*********************************************

Mfg's Code: XXXXX  Mfg's Name: XXX XXXXXXXXXXXX XXX XXXXXX XXX    Mfg Year: XXXX

 Model No: APC-H702X___________    Part No: ________________________________

Serial No: XXXXXXXXX___________   MMA Code: __      CC: A2     Cap Sens Code: N

  CURR QTY: 1****        UNIT OF MEASURE: EA      UNIT ACQ COST: 3215.00******

                                                  New Unit Cost: _______________

 Stock Status Code: 5         Contr Prop: _              Tag No: _______________

Reimbursement Code: 2       Grantee Prop: _      Contr/Grant No: _____________

Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _______________


Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: N

Item Desc: 1_____________________________________________________________ More: _


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                     CLEAR             EXIT
```

INPUT DATA

- Local Ref No
- Turn-In Doc No — input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Model No
- Part No
- Serial No
- MMA Code
- CC
- New Unit Cost
- Stock Status Code — input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop — input value = **Y** or **blank**
- Tag No

- Reimbursement Code
- Grantee Prop — input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale — input value = **Y** or **blank**
- Unclaimed Prop — input value = **Y** or **blank**
- Date Found — input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc — input value = **Y** or **N**
- Item Desc
- More — input value = **Y** or **blank**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

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

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

```
ND4110MN                    ITEM DESCRIPTION


 PROP     ____________________________________________________________        1

 DESC     ____________________________________________________________        2

          ____________________________________________________________        3

          ____________________________________________________________        4

          ____________________________________________________________        5

          ____________________________________________________________        6


 TECH     ______________________________________________________________

 HEADERS  ______________________________________________________________

          ______________________________________________________________

          ______________________________________________________________


 TECH     ______________________________________________________________ 1

 DESC     ______________________________________________________________ 2

          ______________________________________________________________ 3

          ______________________________________________________________ 4

          ______________________________________________________________ 5

          ______________________________________________________________ 6


 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc
- Tech Headers

- Tech Desc

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

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

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA    COMPONENT SYSTEM CONTROLLED PROPERTY CHANGE     12:32:46

                                        CH CA                          MSXXX

PROP CASE NO: 804101 6282S031                  Cust Acct No: XXXXX ECN: XXXXXXX

Local Ref No: ________________________________ Turn-In Doc No: ________________

 Initiators Name:  ________________________________ Initiators Org Code: XXXX_

Initiators Phone:( ___ ) ___ - ____        STD: ( Y )   NSN: XXXX __________

 Item Name: COMPUTER, XXXXX*********************************************

Mfg's Code: XXXXX  Mfg's Name: XXX XXXXXXXXXXXX XXX XXXXX XXX    Mfg Year: XXXX

 Model                                                                  ___

Serial                                                                   ode: N

  CURR   ND4110MI      Please Enter Appropriation Data:                  *****

                                                                         _____

 Stock         ________________________________________________          _____

Reimbu                                                                   ____

Exc/Sa                      Enter 'C' to Cancel: _                       _____


Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: N

Item Desc: 1_____________________________________________________________ More: _


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

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

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

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: XXXX****************            State: AL Zip: XXXXX ____

          Country: ______________________________

Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N

Warehouse Loc: XXXX________         Warehoused Date: 10 08 1996

DML Code: _     Foreign Prop: _     Reclam Code: _      CC: A2     Artifact: _

               DAYS                                Begin Dates     End Dates

                21_     Installation Screening:  10 08 1996      10 29 1996

Screening       21_        NASA-Wide Screening:  10 08 1996      10 29 1996

Timeframes      0__    Other Federal Screening:  10 30 1996      10 30 1996

                21_         Donation Screening:  10 31 1996      11 21 1996

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

NOTE: If Warehouse Loc and Warehoused Date are pre-filled these fields are modifiable; otherwise these fields are protected.

INPUT DATA

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

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

Screening Timeframes:

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

- Donation Screening

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

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

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

- Change Another Item — input values = **Y** or **N**

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

If fields Print Doc, Cost, or CC are not changed, and the Change Another Item equals **Y**, NPDMS displays the COMPONENT SYSTEM ITEM SELECTION (ND4110MM) screen. If fields Print Doc, Cost, or CC are not changed, and the Change Another Item equals **N**, NPDMS displays the GSA REPORTING DATA (ND4110MC) screen.

NOTE: The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

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

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Proper                                                                  11

Locati                                                                  ___

          ND5100MB

Report                Mark the document(s) you wish printed

Wareho

DML Co             _  Print NASA 811 ('Y')                              ct: _

                   _  Print NASA 812 ('Y')                              s

                   _  Print SF-120 Correction ('C')                     96

Screen             _  Print SF-120 Withdrawal ('W')                     96

Timefr             _  Print DD-1348-1A ('Y')                            96

                   _  Print Foreign Disposal Approval Form ('Y')        96

Method                                                                   Only)

                     Enter 'C' to Cancel: _

Naviga

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                     EXIT
```

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

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 contains a value of **Y**, NPDMS displays the pop-up window (NDXSRVMA) Disposal Reason/Survey Comments screen. If **C** is entered to Cancel, NPDMS displays the (ND4110MB) CHANGE SCREEN 2.

```
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 contains a value of **Y**, NPDMS displays the pop-up window (ND5100MC) Property Transaction Description screen. If **C** is entered to Cancel, NPDMS displays the (ND4110MB) CHANGE SCREEN 2.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: XXXX****************            State: AL Zip: XXXXX ____

*********************************************************************

        ND5100MC      Property Transaction Description:



 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________


                  Enter 'C' to Cancel: _

*********************************************************************

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

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

If the Print SF-120 Correction field contains a value of **C**, or the Print SF-120 Withdrawal field contains a value of **W**, NPDMS displays the pop-up window (ND5100MD) Withdrawal/Correction Narrative screen. If C is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: XXXX****************            State: AL Zip: XXXXX ____

*****************************************************************

         ND5100MD

                  GSA Withdrawal Approval Date:  **  **  ****


        Withdrawal/Correction Narrative:

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________


                    Enter 'C' to Cancel: _

*****************************************************************

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative

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

- Press **<Enter>**. NPDMS displays the GSA REPORTING DATA screen (ND4110MC) or the pop-up window for Adjustment Description Data (ND4110MH). If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

If New Unit Cost or CC changed, NPDMS displays the following pop-up window (ND4110MH):

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

 ND4110MB / ND4210PA                 CHANGE SCREEN 2                   12:34:52

                                        CH CA                          MSXXX

 PROP CASE NO: 804101 6282S031

      Install Name: MARSHALL SPACE FLIGHT CENTER************

    Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

           Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

 Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

 Location     City: XXXX****************            State: AL Zip: XXXXX ____
***************************************************************************

          ND4110MH


         Adjustments have been made.

         Description of Adjustments is required.


         ****************************************

         ________________________________________


                  Enter 'C' to Cancel: _


***************************************************************************

                DAYS                                Begin Dates     End Dates

                 21_     Installation Screening:  10 08 1996      10 29 1996

 Screening       21_        NASA-Wide Screening:  10 08 1996      10 29 1996

 Timeframes      0__    Other Federal Screening:  10 30 1996      10 30 1996

                 21_         Donation Screening:  10 31 1996      11 21 1996

 Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


 Navigation: ____________________________________________________

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF  PREV        CNCL                                        EXIT
```

INPUT DATA

- Adjustment Description Data
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. The GSA REPORTING DATA screen (ND4110MC) is displayed. If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MC / ND4210PA                GSA REPORTING DATA                  10:14:12

                                                                       MSXXX


Local Ref No:                                Turn-In Doc No:

Appropriation Data: ____________________________________________________

Reimbursement Code: _  Exc/Sale: _  Unclaimed Prop:    Fair Mkt: _____________

Reporting NASA Installation Name: ****************************************

Contact Person: ******************************    Phone: ( *** ) *** - ****

Address: ******************************             Fax: ( *** ) *** - ****

         ______________________________

   City: ********************       State: **       Zip: ***** ____


This Property is scheduled to be reported on              to GSA Region:









                           ________                __

Navigation: ___________________________________________________________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

      HELP  LOPF
```

INPUT DATA

- Appropriation Data
- Reimbursement Code

- Exc/Sale — input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name — input value = your center name
- Contact Person
- Phone
- Address (line 1) — input value = GSA address
- Fax
- Address (line 2) — input value = GSA address
- City
- State
- Zip
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks. NPDMS displays the message, *'Item Changed Successfully, ERN Of E02: N10 With N Add'l Txn(s)'*.

NPDMS displays the (ND4110ME) COMPONENT SYSTEM PROPERTY CASE CHANGE screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110ME / ND4210PA       COMPONENT SYSTEM PROPERTY CASE CHANGE        10:20:04

                                                                       MSXXX

Prop Case No:




    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:

    DML Code:         Artifact:                 Total Acq Cost:


Component System Information -

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




               Days                                Begin Dates      End Dates

                0__     Installation Screening:   ** ** ****       ** ** ****

Screening       0__        NASA-Wide Screening:   ** ** ****       ** ** ****

Timeframes      0__    Other Federal Screening:   ** ** ****       ** ** ****

                0__         Donation Screening:   ** ** ****       ** ** ****

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

                          ________                __

Navigation: ____________________________________________________________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

      HELP  LOPF  PREV                                                  EXIT
```

INPUT DATA

- Component System Name

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

- Method = Install input values = **C, F, L,** or **N**
- NASA-Wide input values = **C, F, L,** or **N**
- Next Prop Case No
- Next Item Id

NOTE: The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

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

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press **<Enter>.** NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- NPDMS then updates the Case File, generates an E02 Change Transaction, generates a X60 to identify NEMS Equipment data, generates a NP/NEMS Interface ERN, and returns to the TRANSACTION MENU (ND5000MA) and displays the message *'Change Successful For Component System: N14'.*
- If Next Prop Case No is entered, the system returns to the PROPERTY CHANGE (ND4110MA) screen.

4.9.2.4 Non-Controlled Component System Item/Case Change with GSA Reporting

This process allows the user to update Component System Item/Case data for Non-Controlled property with GSA Reporting.

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

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

- From the Transaction Menu, type **2** at Enter Selection, Prop Case No, and optionally the Item Id to access the NON-CONTROLLED PROPERTY CHANGE screen (ND4110MA).

- Press **<Enter>**. NPDMS then verifies that the entered Prop Case No is present on the NPDMS Case File and displays it on the NON-CONTROLLED PROPERTY CHANGE (ND4110MA) screen, and places the cursor at the first input field. Appropriate data fields are populated and displayed by the system.

- If Item Id equals **blank**, NPDMS displays the COMPONENT SYSTEM ITEM SELECTION screen (ND4110MM). This allows the user to select the appropriate component system item (single item cases bypass the ND4110MM screen).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MM / MDX500PA         COMPONENT SYSTEM ITEM SELECTION            15:00:37

                                                                       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---

      Help  LoPF              Cncl        PgUp  PgDn
```

INPUT DATA

- Enter the Line No to Process — input value = **1 - 8** (Line Number associated with the Item Id)

- Press **<Enter>**. NPDMS displays the (ND4110MA) COMPONENT SYSTEM NON-CONTROLLED PROPERTY CHANGE screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA  COMPONENT SYSTEM NON-CONTROLLED PROPERTY CHANGE   13:28:46

                                      CH CA                            MSXXX

PROP CASE NO: 804101 6282S031                  Cust Acct No: 33001 ECN: G017598

Local Ref No: ______________________________ Turn-In Doc No: _________________

 Initiators Name:  ______________________________ Initiators Org Code: XXXX_

Initiators Phone:( ___ ) ___ - ____        STD: ( Y )   NSN: XXXX __________

 Item Name: COMPUTER, XXXXX*********************************************

Mfg's Code: XXXXX  Mfg's Name: XXX TECHNOLOGIES INC FRMLY XXX    Mfg Year: 1989

 Model No: APC-XXXXX___________    Part No: ________________________________

Serial No: XXXXXXXXX___________   MMA Code: __      CC: A2     Cap Sens Code: N

  CURR QTY: 1****        UNIT OF MEASURE: EA      UNIT ACQ COST: 3215.00******

                                                  New Unit Cost: _______________

 Stock Status Code: 5         Contr Prop: _              Tag No: _______________

Reimbursement Code: 2       Grantee Prop: _      Contr/Grant No: _____________

Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _______________


Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: N

Item Desc: 1_____________________________________________________________ More: _


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                     CLEAR             EXIT
```

NOTE: Mat Inv field is pre-filled with **Y** if the property is Materials Inventory. If property is added through the supply batch process, it is protected.

INPUT DATA

- Local Ref No
- Turn-In Doc No — input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Cap Sens Code — input values = **N**, **X**, **Q**, **M**, or **P**
- Unit of Measure
- New Qty

- New Unit Cost
- Stock Status Code — input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop — input values = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop — input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale — input values = **Y** or **blank**
- Unclaimed Prop — input values = **Y** or **blank**
- Date Found — input format = **MM/DD/YYYY**
- Fair Mkt
- Mat Inv — input value = **Y** or **blank**
- Shelf Life Type — input values = **0**, **1**, **2** or **blank**
- Exp Date — input format = **MM/DD/YYYY**
- Ext Date — input format = **MM/DD/YYYY**
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code

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

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

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

```
ND4110MN                    ITEM DESCRIPTION


 PROP     ____________________________________________________________        1

 DESC     ____________________________________________________________        2

          ____________________________________________________________        3

          ____________________________________________________________        4

          ____________________________________________________________        5

          ____________________________________________________________        6


 TECH     ______________________________________________________________

 HEADERS  ______________________________________________________________

          ______________________________________________________________

          ______________________________________________________________


 TECH     ______________________________________________________________ 1

 DESC     ______________________________________________________________ 2

          ______________________________________________________________ 3

          ______________________________________________________________ 4

          ______________________________________________________________ 5

          ______________________________________________________________ 6


 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc
- Tech Headers

- Tech Desc

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

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

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA  COMPONENT SYSTEM NON-CONTROLLED PROPERTY CHANGE   12:32:46

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX                  Cust Acct No: XXXXX ECN: XXXXXXX

Local Ref No: ________________________________ Turn-In Doc No: ________________

 Initiators Name:  ________________________________ Initiators Org Code: XXXX_

Initiators Phone:( ___ ) ___ - ____        STD: ( Y )   NSN: XXXX __________

 Item Name: COMPUTER, XXXXX*********************************************

Mfg's Code: XXXXX  Mfg's Name: XXX TECHNOLOGIES INC FRMLY XXX    Mfg Year: XXXX

 Model                                                                  ___

Serial                                                                  ode: N

  CURR   ND4110MI      Please Enter Appropriation Data:                  *****

                                                                        _____

 Stock         ________________________________________________         _____

Reimbu                                                                  ____

Exc/Sa                      Enter 'C' to Cancel: _                      _____


Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: N

Item Desc: 1_____________________________________________________________ More: _


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

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

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

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: XXXX****************            State: AL Zip: XXXXX ____

          Country: ______________________________

Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N

Warehouse Loc: XXXX________         Warehoused Date: 10 08 XXXX

DML Code: _     Foreign Prop: _     Reclam Code: _      CC: A2     Artifact: _

               DAYS                                Begin Dates     End Dates

                21_     Installation Screening:  10 08 1996      10 29 1996

Screening       21_        NASA-Wide Screening:  10 08 1996      10 29 1996

Timeframes      0__    Other Federal Screening:  10 30 1996      10 30 1996

                21_         Donation Screening:  10 31 1996      11 21 1996

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

NOTE: If Warehouse Loc and Warehoused Date are pre-filled these fields are modifiable; otherwise these fields are protected.

INPUT DATA

- Install Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg — input value = **NOC** (if unknown)
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:
  - GSA Region — input value = reporting GSA Region
  - DRMO DODAAC — input value = **blank**
- Print Doc — input value = **Y** or **N**
- Warehouse Loc

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

Screening Timeframes:

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

- Donation Screening

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

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

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

- 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 fields Print Doc, Qty, Cost, or CC are not changed, and the Change Another Item equals **Y**, NPDMS displays the COMPONENT SYSTEM ITEM SELECTION (ND4110MM) screen. If fields Print Doc, Cost, or CC are not changed, and the Change Another Item equals **N**, NPDMS displays the GSA REPORTING DATA (ND4110MC) screen.

NOTE: The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

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

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Proper                                                                  11

Locati                                                                  ___

          ND5100MB

Report                Mark the document(s) you wish printed

Wareho

DML Co             _  Print NASA 811 ('Y')                              ct: _

                   _  Print NASA 812 ('Y')                              s

                   _  Print SF-120 Correction ('C')                     96

Screen             _  Print SF-120 Withdrawal ('W')                     96

Timefr             _  Print DD-1348-1A ('Y')                            96

                   _  Print Foreign Disposal Approval Form ('Y')        96

Method                                                                   Only)

                     Enter 'C' to Cancel: _

Naviga

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                     EXIT
```

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

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 contains a value of **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments screen. If **C** is entered to Cancel, NPDMS displays the (ND4110MB) CHANGE SCREEN 2.

```
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 contains a value of **Y**, NPDMS displays the pop-up window ND5100MC Property Transaction Description screen. If **C** is entered to Cancel, NPDMS displays the (ND4110MB) CHANGE SCREEN 2.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: MSFC****************            State: AL Zip: XXXXX ____

*********************************************************************

        ND5100MC      Property Transaction Description:



 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________


                  Enter 'C' to Cancel: _

*********************************************************************

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

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

If the Print SF-120 Correction field contains a value of **C**, or the Print SF-120 Withdrawal field contains a value of **W**, NPDMS displays the pop-up window (ND5100MD) Withdrawal/Correction Narrative screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: MSFC****************            State: AL Zip: XXXXX ____

*****************************************************************

         ND5100MD

                  GSA Withdrawal Approval Date:  **  **  ****


        Withdrawal/Correction Narrative:

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________


                    Enter 'C' to Cancel: _

*****************************************************************

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative

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

- Press **<Enter>**. NPDMS displays the GSA REPORTING DATA screen (ND4110MC) or the pop-up window for Adjustment Description Data (ND4110MH). If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

If Qty, Unit Cost or CC changed, NPDMS displays the following pop-up window (ND4110MH):

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

 ND4110MB / ND4210PA                 CHANGE SCREEN 2                   12:34:52

                                        CH CA                          MSXXX

 PROP CASE NO: 804101 6282S031

      Install Name: MARSHALL SPACE FLIGHT CENTER************

    Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

           Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

 Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

 Location     City: MSFC****************            State: AL Zip: XXXXX ____
***************************************************************************

          ND4110MH


         Adjustments have been made.

         Description of Adjustments is required.


         ****************************************

         ________________________________________


                  Enter 'C' to Cancel: _


***************************************************************************

                DAYS                                Begin Dates     End Dates

                 21_     Installation Screening:  10 08 1996      10 29 1996

 Screening       21_        NASA-Wide Screening:  10 08 1996      10 29 1996

 Timeframes      0__    Other Federal Screening:  10 30 1996      10 30 1996

                 21_         Donation Screening:  10 31 1996      11 21 1996

 Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


 Navigation: ____________________________________________________

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF  PREV        CNCL                                        EXIT
```

INPUT DATA

- Adjustment Description Data
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. The GSA REPORTING DATA screen (ND4110MC) is displayed. If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MC / ND4210PA                GSA REPORTING DATA                  10:14:12

                                                                       MSXXX


Local Ref No:                                Turn-In Doc No:

Appropriation Data: ____________________________________________________

Reimbursement Code: _  Exc/Sale: _  Unclaimed Prop:    Fair Mkt: _____________

Reporting NASA Installation Name: ****************************************

Contact Person: ******************************    Phone: ( *** ) *** - ****

Address: ******************************             Fax: ( *** ) *** - ****

         ______________________________

   City: ********************       State: **       Zip: ***** ____


This Property is scheduled to be reported on              to GSA Region:









                           ________                __

Navigation: ___________________________________________________________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

      HELP  LOPF
```

INPUT DATA

- Appropriation Data
- Reimbursement Code

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

```
                      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/25/99

ND4110MC / ND4110PA                GSA REPORTING DATA                14:48:18

                                       A CA                          MSWCH


Local Ref No:

Appropriation Data   EQUIP ECN  F000041                      ______

Reimbursement Code   DISPOSAL CASE NMBR                      t: _____________

Reporting NASA Ins                                           ************

Contact Person: JO   ORG COST ACCT CODE  oca_                 ) 544 - 4788
```

```
Address: MARSHALL    PROG COST ACCT CODE  pca_                 ) 544 - 1151

         MAIL CODE

   City: MSFC*****   PREVIOUS ORG COST ACCT CODE               ____

                     PREVIOUS PROG COST ACCT CODE

This Property is s                                           SA Region: 04

 GENERAT SERVICES                                                 GA

                                  PRESS ENTER TO CONTINUE

                                         OR 'C' TO CANCEL _





Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                     CLEAR             EXIT
```

Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from mulitple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the ‘Enter’ key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the ‘Enter’ key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering ‘c’ in the cancel field.

Press the ‘Enter’ key.

Edit Criteria:

Org Cost Acct Code

A. Mandatory

B. Must enter Org Cost Acct Code

Prog Cost Acct Code

A. Mandatory

B. Must enter Prog Cost Acct Code

Enter ‘c’ to cancel:

A. Optional

B. Must be either ‘c’ or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the ‘ENTER’ key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the ‘ENTER’ key.

Step 3: The user may exit the screen at any time by entering an ‘X’ in the exit field. The user will return to the ECN Selection Screen.

Press the ‘ENTER’ key.

EDIT CRITERIA:

Blank or ‘X’

NPDMS displays the COMPONENT SYSTEM PROPERTY CASE CHANGE screen (ND4110ME).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110ME / ND4210PA       COMPONENT SYSTEM PROPERTY CASE CHANGE        10:20:04

                                                                       MSXXX

Prop Case No:




    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:

    DML Code:         Artifact:                 Total Acq Cost:


Component System Information -

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




               Days                                Begin Dates      End Dates

                0__     Installation Screening:   ** ** ****       ** ** ****

Screening       0__        NASA-Wide Screening:   ** ** ****       ** ** ****

Timeframes      0__    Other Federal Screening:   ** ** ****       ** ** ****

                0__         Donation Screening:   ** ** ****       ** ** ****

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

                          ________                __

Navigation: ____________________________________________________________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

      HELP  LOPF  PREV                                                  EXIT
```

INPUT DATA

- Component System Name

- FSC Code — input value = component system level FSC
- CC — input value = component system level CC

Screening Timeframes:

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

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

- Next Prop Case No

- Next Item Id

NOTE: The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

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

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

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

- NPDMS then updates the Case File and generates an E02 Change Transaction, and returns to the TRANSACTION MENU (ND5000MA) and displays the message *'Change Successful For Component System: N14'.*

- If Next Prop Case No is entered, the system returns to the NON-CONTROLLED CHANGE screen (ND4110MA).

4.9.2.5 Controlled Change with DRMO Transfer

This process allows the user to update single Case data for Controlled (NEMS-tagged) property with DRMO Transfer.

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

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

- From the Transaction Menu, type **2** at Enter Selection and the Prop Case No to access the CONTROLLED PROPERTY CHANGE screen (ND4110MA).

- Press **<Enter>**. NPDMS then verifies that the entered Prop Case No is present on the Case File and displays it on the CONTROLLED PROPERTY CHANGE Screen and places the cursor at the first input field.

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA           CONTROLLED PROPERTY CHANGE               13:28:46

                                        CH CA                          MSXXX

PROP CASE NO: 804101 6282S031                  Cust Acct No: 33001 ECN: G017598

Local Ref No: ________________________________ Turn-In Doc No: ________________

 Initiators Name:  ________________________________ Initiators Org Code: XXXX_

Initiators Phone:( ___ ) ___ - ____        STD: ( Y )   NSN: XXXX __________

 Item Name: COMPUTER, XXXXX*********************************************

Mfg's Code: XXXXX  Mfg's Name: xxx TECHNOLOGIES INC FRMLY XXX    Mfg Year: XXXX

 Model No: APC-XXXXX____________    Part No: ________________________________

Serial No: XXXXXXXXX____________   MMA Code: __      CC: A2     Cap Sens Code: N

  CURR QTY: 1****        UNIT OF MEASURE: EA      UNIT ACQ COST: XXXX.XX******

                                                  New Unit Cost: ______________

 Stock Status Code: 5         Contr Prop: _              Tag No: ______________

Reimbursement Code: 2       Grantee Prop: _      Contr/Grant No: _____________

Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: ______________


Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: N

Item Desc: 1_____________________________________________________________ More: _


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Local Ref No

• Turn-In Doc No	input value = your document number
• Initiators Name	
• Initiators Org Code	
• Initiators Phone	
• NSN	
• Item Name	
• Mfg's Code	
• Mfg's Name	
• Model No	
• Part No	
• Serial No	
• MMA Code	
• CC	
• New Unit Cost	
• Stock Status Code	input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
• Contr Prop	input value = **Y** or **blank**
• Tag No	
• Reimbursement Code	

- Grantee Prop — input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale — input value = **Y** or **blank**
- Unclaimed Prop — input value = **Y** or **blank**
- Date Found — input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc — input value = **Y** or **N**
- Item Desc
- More — input value = **Y** or **blank**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

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

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

```
ND4110MN                    ITEM DESCRIPTION


 PROP     ____________________________________________________________        1

 DESC     ____________________________________________________________        2

          ____________________________________________________________        3

          ____________________________________________________________        4

          ____________________________________________________________        5

          ____________________________________________________________        6


 TECH     ______________________________________________________________

 HEADERS  ______________________________________________________________

          ______________________________________________________________

          ______________________________________________________________


 TECH     ______________________________________________________________ 1

 DESC     ______________________________________________________________ 2

          ______________________________________________________________ 3

          ______________________________________________________________ 4

          ______________________________________________________________ 5

          ______________________________________________________________ 6


 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc
- Tech Headers

- Tech Desc

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

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

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA        CONTROLLED PROPERTY CHANGE                  12:32:46

                                      CH CA                            MSXXX

PROP CASE NO: 804101 6282S031                  Cust Acct No: 33001 ECN: G017598

Local Ref No: ______________________________ Turn-In Doc No: _________________

 Initiators Name:  ______________________________ Initiators Org Code: XXXX_

Initiators Phone:( ___ ) ___ - ____        STD: ( Y )   NSN: XXXX __________

 Item Name: COMPUTER, XXXXX*********************************************

Mfg's Code: XXXXX  Mfg's Name: XXX TECHNOLOGIES INC FRMLY XXX    Mfg Year: XXXX

 Model                                                                  ___

Serial                                                                   ode: N

  CURR   ND4110MI      Please Enter Appropriation Data:                  *****

                                                                         _____

 Stock         ________________________________________________          _____

Reimbu                                                                   ____

Exc/Sa                      Enter 'C' to Cancel: _                       _____


Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: N

Item Desc: 1_____________________________________________________________ More: _


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

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

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

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: XXXX****************            State: AL Zip: XXXXX ____

          Country: ______________________________

Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N

Warehouse Loc: 4200________         Warehoused Date: 10 08 1996

DML Code: _     Foreign Prop: _     Reclam Code: _      CC: A2     Artifact: _

               DAYS                                Begin Dates     End Dates

                21_     Installation Screening:  10 08 1996      10 29 1996

Screening       21_        NASA-Wide Screening:  10 08 1996      10 29 1996

Timeframes      0__    Other Federal Screening:  10 30 1996      10 30 1996

                21_         Donation Screening:  10 31 1996      11 21 1996

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

NOTE: If Warehouse Loc and Warehoused Date are pre-filled these fields are modifiable; otherwise these fields are protected.

INPUT DATA

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

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

Screening Timeframes:

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

- Donation Screening

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

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

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

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

NOTE: The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

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

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Proper                                                                  11

Locati                                                                  ___

          ND5100MB

Report                Mark the document(s) you wish printed

Wareho

DML Co             _  Print NASA XXX ('Y')                              ct: _

                   _  Print NASA XXX ('Y')                              s

                   _  Print SF-XXX Correction ('C')                     96

Screen             _  Print SF-XXX Withdrawal ('W')                     96

Timefr             _  Print DD-XXXX-XX ('Y')                            96

                   _  Print XXXXXXX XXXXXXXX XXXXXXXX Form ('Y')        96

Method                                                                   Only)

                     Enter 'C' to Cancel: _

Naviga

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                     EXIT
```

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

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 contains a value of **Y**, NPDMS displays the pop-up window (NDXSRVMA) Disposal Reason/Survey Comments screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
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 contains a value of **Y**, NPDMS displays the pop-up window (ND5100MC) Property Transaction Description screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: XXXX****************            State: AL Zip: XXXXX ____

*********************************************************************

        ND5100MC      Property Transaction Description:


 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________


                  Enter 'C' to Cancel: _

*********************************************************************

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**.
- If the Print SF-120 Correction field contains a value of **C**, or the Print SF-120 Withdrawal field contains a value of **W**, NPDMS displays the pop-up window (ND5100MD) Withdrawal/Correction Narrative screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: XXXX****************            State: AL Zip: XXXXX ____

*****************************************************************

         ND5100MD

                  GSA Withdrawal Approval Date:  **  **  ****


        Withdrawal/Correction Narrative:

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________


                    Enter 'C' to Cancel: _

*****************************************************************

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

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

- Press **<Enter>**. NPDMS displays the DRMO DATA screen (ND4110MD) or the pop-up window for Adjustment Description Data (ND4110MH). If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

 ND4110MB / ND4210PA                 CHANGE SCREEN 2                   12:34:52

                                        CH CA                          MSXXX

 PROP CASE NO: 804101 6282S031

      Install Name: MARSHALL SPACE FLIGHT CENTER************

    Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

           Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

 Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

 Location     City: XXXX****************            State: AL Zip: XXXXX ____
***************************************************************************

          ND4110MH


         Adjustments have been made.

         Description of Adjustments is required.


         ****************************************

         ________________________________________


                  Enter 'C' to Cancel: _


***************************************************************************

                DAYS                                Begin Dates     End Dates

                 21_     Installation Screening:  10 08 1996      10 29 1996

 Screening       21_        NASA-Wide Screening:  10 08 1996      10 29 1996

 Timeframes      0__    Other Federal Screening:  10 30 1996      10 30 1996

                 21_         Donation Screening:  10 31 1996      11 21 1996

 Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


 Navigation: ____________________________________________________

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF  PREV        CNCL                                        EXIT
```

INPUT DATA

- Adjustment Description Data
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS displays the DRMO DATA screen (ND4110MD). If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MD / ND4210PA                   DRMO DATA                        13:09:14

                                                                       MSXXX



Local Ref No:                                 Turn-In Doc No:

Appropriation Data:

Reimbursement Code:    Exc/Sale:    Unclaimed Prop:    Fair Mkt:


This property is scheduled to be reported on              to DoDAAC:




Ship from Fedstrip ACC:                       Supplementary Address:









Document Identifier Code: TID  ADPE Identification: _   Physical Security: *

Disposal Authority Code: *     Mark For: __

Additional Data Code:   Shipping:   __  DRMO Receiving:   __

                          ________                __

Navigation: ____________________________________________________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

- Appropriation Data
- Reimbursement Code — input values = **1, 2, 4, C, D** or **M**
- Exc/Sale — input value = **Y** or **blank**

- Unclaimed Prop — input value = **Y** or **blank**
- Fair Mkt
- ADPE Identification — input values = **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, **0**, or **blank**
- Physical Security — input values = **A** - **Z**, **1** - **9**
- Disposal Authority Code — input values = **N, M** or **R**
- Mark For — input value = **HM** or **HW**
- Additional Data Code
- Shipping
- DRMO Receiving
- Next Prop Case No
- Item Id
- 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 updates the Case File, generates an E02 Change Transaction, generates a X60 Transaction to identify NEMS Equipment data, generates a NP/NEMS Interface ERN, and NPDMS returns to the TRANSACTION MENU (ND5000MA) and displays the message *'Case N14 Changed, ERN Of E01: N10 With N Add'l Txn(s)'*.
- If Next Prop Case No is entered, the system returns to the CONTROLLED PROPERTY CHANGE (ND4110MA) screen (ND4110MA).

4.9.2.6 Non-Controlled Change with DRMO Transfer

This process allows the user to update single Case data for Non-Controlled property with DRMO Transfer.

- From the Transaction Menu, type **2** at Enter Selection and Prop Case No to access the NON-CONTROLLED PROPERTY CHANGE screen (ND4110MA).

- Press **<Enter>**. NPDMS then verifies that the entered Prop Case No is present on the Case File and displays it on the NON-CONTROLLED PROPERTY CHANGE Screen and places the cursor at the first input field.

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA             NON-CONTROLLED PROPERTY CHANGE         13:28:46

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031                  Cust Acct No: 33001 ECN: G017598

Local Ref No: ________________________________ Turn-In Doc No: ________________

 Initiators Name:  ________________________________ Initiators Org Code: XXXX_

Initiators Phone:( ___ ) ___ - ____        STD: ( Y )   NSN: XXXX __________

 Item Name: COMPUTER, MICRO*********************************************

Mfg's Code: XXXXX  Mfg's Name: XXX TECHNOLOGIES INC FRMLY XXX    Mfg Year: 1989

 Model No: XXX-XXXXX___________    Part No: ________________________________

Serial No: XXXXXXXXXX___________   MMA Code: __      CC: A2     Cap Sens Code: N

  CURR QTY: 1****        UNIT OF MEASURE: EA      UNIT ACQ COST: 3215.00******

                                                  New Unit Cost: _______________

 Stock Status Code: 5         Contr Prop: _              Tag No: _______________

Reimbursement Code: 2       Grantee Prop: _      Contr/Grant No: _____________

Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _______________


Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: N

Item Desc: 1_____________________________________________________________ More: _


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

NOTE: Mat Inv field is pre-filled with **Y** if the property is Materials Inventory. If property is added through the supply batch process, it is protected.

INPUT DATA

- Local Ref No
- Turn-In Doc No — input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Cap Sens Code — input values = **N**, **X**, **Q**, **M**, or **P**
- Unit of Measure
- New Qty
- New Unit Cost
- Stock Status Code — input values = **1** for Store Stock, **2** for Program Stock, **3** for

	Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
• Contr Prop	input values = **Y** or **blank**
• Tag No	
• Reimbursement Code	
• Grantee Prop	input value = **Y** or **blank**
• Contr/Grant No	input value = **Y** or **blank**
• Exc/Sale	
• Unclaimed Prop	input value = **Y** or **blank**
• Date Found	input format = **MM/DD/YYYY**
• Fair Mkt	
• Mat Inv	input value = **Y** or **blank**
• Shelf Life Type	input values = **0**, **1**, **2** or **blank**
• Exp Date	input format = **MM/DD/YYYY**
• Ext Date	input format = **MM/DD/YYYY**
• Haz Mat Code	
• Haz Mat Ind	
• Precious Metals Code	
• Print Pickup Doc	input value = **Y** or **blank**
• Item Desc	

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

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

If property may be processed as Controlled (NEMS-tagged), NPDMS displays a pop-up window (ND4110MF) message that requires user response.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

 ND4110MA / ND4210PA             NON-CONTROLLED PROPERTY CHANGE         13:28:46

                                        CH CA                           MSXXX

 PROP CASE NO: 804101 6282S031                  Cust Acct No: XXXXX ECN: XXXXXXX

 Local Ref No: ______________________________ Turn-In Doc No: _________________

  Initiators Name:  ______________________________ Initiators Org Code: XXXX_
*****************************************************************************

 ND4110MF


   A record has been found on the NEMS Equipment File with

   the same Model Number and Serial Number.


   ECN:          Item Name:


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


   NOTE:  Some of the data may be changed.
*****************************************************************************

 Navigation: ____________________________________________________________

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Process as a Controlled Property input value = **Y** or **N**
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If the user elects to process the entered record as controlled property, the case record is updated with the controlled property information. NPDMS generates an E02 Change Transaction and a X90 Transaction to identify NEMS Equipment data. NPDMS then displays the message *’Record Successfully Changed’* and remains on the Change screen for entry of the next record.

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

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

```
ND4110MN                    ITEM DESCRIPTION


 PROP     ____________________________________________________________        1

 DESC     ____________________________________________________________        2

          ____________________________________________________________        3

          ____________________________________________________________        4

          ____________________________________________________________        5

          ____________________________________________________________        6


 TECH     ______________________________________________________________

 HEADERS  ______________________________________________________________

          ______________________________________________________________

          ______________________________________________________________


 TECH     ______________________________________________________________ 1

 DESC     ______________________________________________________________ 2

          ______________________________________________________________ 3

          ______________________________________________________________ 4

          ______________________________________________________________ 5

          ______________________________________________________________ 6


 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

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

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

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA             NON-CONTROLLED PROPERTY CHANGE         12:32:46

                                       CH CA                           MSXXX

PROP CASE NO: XXXXXX XXXXXXXX                  Cust Acct No: 33001 ECN: G017598

Local Ref No: ________________________________ Turn-In Doc No: ________________

 Initiators Name:  ________________________________ Initiators Org Code: XXXX_

Initiators Phone:( ___ ) ___ - ____        STD: ( Y )   NSN: XXXX __________

 Item Name: COMPUTER, XXXXX*********************************************

Mfg's Code: XXXXX  Mfg's Name: XXX XXXXXXXXXXXX XXX XXXXX XXX    Mfg Year: XXXX

 Model                                                                  ___

Serial                                                                   ode: N

  CURR   XXXXXXXX      Please Enter Appropriation Data:                  *****

                                                                         _____

 Stock         ________________________________________________          _____

Reimbu                                                                   ____

Exc/Sa                      Enter 'C' to Cancel: _                       _____


Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: N

Item Desc: 1_____________________________________________________________ More: _


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

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

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

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: XXXX****************            State: AL Zip: XXXXX ____

          Country: ______________________________

Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N

Warehouse Loc: XXXX________         Warehoused Date: 10 08 XXXX

DML Code: _     Foreign Prop: _     Reclam Code: _      CC: A2     Artifact: _

               DAYS                                Begin Dates     End Dates

                21_     Installation Screening:  10 08 1996      10 29 1996

Screening       21_        NASA-Wide Screening:  10 08 1996      10 29 1996

Timeframes      0__    Other Federal Screening:  10 30 1996      10 30 1996

                21_         Donation Screening:  10 31 1996      11 21 1996

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

NOTE: If Warehouse Loc and Warehoused Date are pre-filled these fields are modifiable; otherwise these fields are protected.

INPUT DATA

- Install Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg — input value = **NOC** (if unknown)
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:
  - GSA Region — input value = **blank**
  - DRMO DODAAC — input value = transferring DRMO DODAAC
- Print Doc — input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date — input format = **MM/DD/YYYY**

- DML Code
- Foreign Prop — input value = **Y** or **blank**
- Reclam Code — input values = **Y**, **R**, or **N**
- CC
- Artifact — input value = **Y** or **blank**

Screening Timeframes:

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

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

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

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

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

NOTE: The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

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

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Proper                                                                  11

Locati                                                                  ___

          ND5100MB

Report                Mark the document(s) you wish printed

Wareho

DML Co             _  Print NASA XXX ('Y')                              ct: _

                   _  Print NASA XXX ('Y')                              s

                   _  Print XX-XXX Correction ('C')                     96

Screen             _  Print XX-XXX Withdrawal ('W')                     96

Timefr             _  Print XX-XXXX-1A ('Y')                            96

                   _  Print XXXXXXX XXXXXXXX XXXXXXXX XXXX ('Y')        96

Method                                                                   Only)

                     Enter 'C' to Cancel: _

Naviga

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                     EXIT
```

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

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 contains a value of **Y**, NPDMS displays the pop-up window (NDXSRVMA) Disposal Reason/Survey Comments screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
NDXSRVMA                 Disposal Reason/Survey Comments


   Disposal Reason:

    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________


   Survey Comments:

    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________


                           Enter'C' TO Cancel: _
```

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

If Print Foreign Disposal Approval Form contains a value of **Y**, NPDMS displays the pop-up window (ND5100MC) Property Transaction Description screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: MSFC****************            State: AL Zip: XXXXX ____

**********************************************************************

        ND5100MC      Property Transaction Description:



 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________


                  Enter 'C' to Cancel: _

**********************************************************************

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

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

If the Print SF-120 Correction field contains a value of **C**, or the Print SF-120 Withdrawal field contains a value of **W**, NPDMS displays the pop-up window (ND5100MD) Withdrawal/Correction Narrative screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
275- 4.8.2.6  NON-CONTR CHANGE WITH DRMO TRANSFER  CON'T  4-370


                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

 ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                        CH CA                           MSXXX

 PROP CASE NO: 804101 6282S031

      Install Name: MARSHALL SPACE FLIGHT CENTER************

    Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

           Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

 Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

 Location     City: XXXX****************            State: AL Zip: XXXXX ____

 ****************************************************************

          ND5100MD

                   GSA Withdrawal Approval Date:  **  **  ****


         Withdrawal/Correction Narrative:

  ____________________________________________________________

  ____________________________________________________________

  ____________________________________________________________

  ____________________________________________________________


                     Enter 'C' to Cancel: _

 ****************************************************************

 Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


 Navigation: ____________________________________________________

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative

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

- Press **<Enter>**. The DRMO DATA screen (ND4110MD) is displayed or the pop-up window for Adjustment Description Data (ND4110MH). If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

If Qty, Unit Cost or CC changed, NPDMS displays the following pop-up window (ND4110MH):

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

 ND4110MB / ND4210PA                 CHANGE SCREEN 2                   12:34:52

                                        CH CA                          MSXXX

 PROP CASE NO: 804101 6282S031

      Install Name: MARSHALL SPACE FLIGHT CENTER************

    Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

           Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

 Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

 Location     City: XXXX****************            State: AL Zip: XXXXX ____
***************************************************************************

          ND4110MH


         Adjustments have been made.

         Description of Adjustments is required.


         ****************************************

         ________________________________________


                  Enter 'C' to Cancel: _


***************************************************************************

                DAYS                                Begin Dates     End Dates

                 21_     Installation Screening:  10 08 1996      10 29 1996

 Screening       21_        NASA-Wide Screening:  10 08 1996      10 29 1996

 Timeframes      0__    Other Federal Screening:  10 30 1996      10 30 1996

                 21_         Donation Screening:  10 31 1996      11 21 1996

 Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


 Navigation: ____________________________________________________

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF  PREV        CNCL                                        EXIT
```

INPUT DATA

- Adjustment Description Data
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. The DRMO DATA screen (ND4110MD) is displayed. If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MD / ND4210PA                   DRMO DATA                        13:09:14

                                                                       MSXXX



Local Ref No:                                 Turn-In Doc No:

Appropriation Data:

Reimbursement Code:    Exc/Sale:    Unclaimed Prop:    Fair Mkt:


This property is scheduled to be reported on              to DoDAAC:




Ship from Fedstrip ACC:                       Supplementary Address:









Document Identifier Code: TID  ADPE Identification: _   Physical Security: *

Disposal Authority Code: *     Mark For: __

Additional Data Code:   Shipping:   __  DRMO Receiving:   __

                          ________                __

Navigation: ____________________________________________________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

- Appropriation Data
- Reimbursement Code — input values = **1, 2, 4, C, D** or **M**
- Exc/Sale — input value = **Y** or **blank**

- Unclaimed Prop — input value = **Y** or **blank**
- Fair Mkt
- ADPE Identification — input values = **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, **0**, or **blank**
- Physical Security — input values = **A** - **Z**, **1** - **9**
- Disposal Authority Code — input value = **N, M** or **R**
- Mark For — input value = **HM** or **HW**
- Additional Data Code
- Shipping
- DRMO Receiving
- Next Prop Case No
- Item Id
- 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 updates the Case File, generates an E02 Change Transaction, and returns to the TRANSACTION MENU (ND5000MA) and displays the message *'Case N14 Changed, ERN Of E01: N10 With N Add'l Txn(s)'.*
- If Next Prop Case No is entered, the system returns to the NON-CONTROLLED PROPERTY CHANGE (ND4110MA) screen.

4.9.2.7 Controlled Component System Item/Case Change with DRMO Transfer

This process allows the user to update Component System Item/Case data for Controlled (NEMS-tagged) property with DRMO Transfer.

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

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

- From the Transaction Menu, type **2** at Enter Selection, Prop Case No, and optionally the Item Id to access the CONTROLLED PROPERTY CHANGE screen (ND4110MA).

- Press **<Enter>**. NPDMS then verifies that the entered Prop Case No is present on the NPDMS Case File and displays it on the CONTROLLED PROPERTY CHANGE (ND4110MA) screen, and places the cursor at the first input field. Appropriate data fields are populated and displayed by the system.

- If Item Id equals **blank**, NPDMS displays the COMPONENT SYSTEM ITEM SELECTION screen (ND4110MM). This allows the user to select the appropriate component system item (single item cases bypass the ND4110MM screen).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MM / MDX500PA         COMPONENT SYSTEM ITEM SELECTION            15:00:37

                                                                       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---

      Help  LoPF              Cncl        PgUp  PgDn
```

INPUT DATA

- Enter the Line No to Process — input value = **1 - 8** (Line Number associated with the Item Id
- Press **<Enter>**.

NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY CHANGE screen (ND4110MA).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA   COMPONENT SYSTEM CONTROLLED PROPERTY CHANGE      13:28:46

                                      CH CA                            MSXXX

PROP CASE NO: 804101 6282S031                 Cust Acct No: XXXXX ECN: G017598

Local Ref No: ______________________________ Turn-In Doc No: _________________

 Initiators Name:  ______________________________ Initiators Org Code: XXXX_

Initiators Phone:( ___ ) ___ - ____        STD: ( Y )   NSN: XXXX __________

 Item Name: COMPUTER, XXXXX*********************************************

Mfg's Code: XXXXX  Mfg's Name: XXX TECHNOLOGIES INC FRMLY XXX    Mfg Year: XXXX

 Model No: XXX-XXXXX___________    Part No: ________________________________

Serial No: XXXXXXXXX___________   MMA Code: __      CC: A2     Cap Sens Code: N

  CURR QTY: 1****        UNIT OF MEASURE: EA      UNIT ACQ COST: 3215.00******

                                                  New Unit Cost: _______________

 Stock Status Code: 5         Contr Prop: _              Tag No: _______________

Reimbursement Code: 2       Grantee Prop: _      Contr/Grant No: _____________

Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _______________


Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: N

Item Desc: 1_____________________________________________________________ More: _


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Local Ref No

• Turn-In Doc No	input value = your document number
• Initiators Name	
• Initiators Org Code	
• Initiators Phone	
• NSN	
• Item Name	
• Mfg's Code	
• Mfg's Name	
• Model No	
• Part No	
• Serial No	
• MMA Code	
• CC	
• New Unit Cost	
• Stock Status Code	input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
• Contr Prop	input value = **Y** or **blank**
• Tag No	
• Reimbursement Code	

- Grantee Prop — input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale — input value = **Y** or **blank**
- Unclaimed Prop — input value = **Y** or **blank**
- Date Found — input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc — input value = **Y** or **N**
- Item Desc
- More — input value = **Y** or **blank**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

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

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

```
ND4110MN                    ITEM DESCRIPTION


 PROP     ____________________________________________________________        1

 DESC     ____________________________________________________________        2

          ____________________________________________________________        3

          ____________________________________________________________        4

          ____________________________________________________________        5

          ____________________________________________________________        6


 TECH     ______________________________________________________________

 HEADERS  ______________________________________________________________

          ______________________________________________________________

          ______________________________________________________________


 TECH     ______________________________________________________________ 1

 DESC     ______________________________________________________________ 2

          ______________________________________________________________ 3

          ______________________________________________________________ 4

          ______________________________________________________________ 5

          ______________________________________________________________ 6


 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF              CNCL        PGUP  PGDN        INSRT
```

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

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

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

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MA / ND4210PA  COMPONENT SYSTEM NON-CONTROLLED PROPERTY CHANGE   12:32:46

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031                  Cust Acct No: XXXXX ECN: XXXXXXX

Local Ref No: ________________________________ Turn-In Doc No: ________________

 Initiators Name:  ________________________________ Initiators Org Code: XXXX_

Initiators Phone:( ___ ) ___ - ____        STD: ( Y )   NSN: XXXX __________

 Item Name: COMPUTER, XXXXX*********************************************

Mfg's Code: XXXXX  Mfg's Name: XXX TECHNOLOGIES INC FRMLY XXX    Mfg Year: XXXX

 Model                                                                  ___

Serial                                                                  ode: N

  CURR   XXXXXXXX      Please Enter Appropriation Data:                  *****

                                                                        _____

 Stock         ________________________________________________         _____

Reimbu                                                                  ____

Exc/Sa                      Enter 'C' to Cancel: _                      _____


Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: N

Item Desc: 1_____________________________________________________________ More: _


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

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

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

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: MSFC****************            State: AL Zip: XXXXX ____

          Country: ______________________________

Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N

Warehouse Loc: XXXX________         Warehoused Date: 10 08 XXXX

DML Code: _     Foreign Prop: _     Reclam Code: _      CC: A2     Artifact: _

               DAYS                                Begin Dates     End Dates

                21_     Installation Screening:  10 08 1996      10 29 1996

Screening       21_        NASA-Wide Screening:  10 08 1996      10 29 1996

Timeframes      0__    Other Federal Screening:  10 30 1996      10 30 1996

                21_         Donation Screening:  10 31 1996      11 21 1996

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

NOTE: If Warehouse Loc and Warehoused Date are pre-filled these fields are modifiable; otherwise these fields are protected.

INPUT DATA

- Install Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:
  - — GSA Region — input value = **blank**
  - — DRMO DODAAC — input value = transferring DRMO DODAAC
- Print Doc — input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date — input format = **MM/DD/YYYY**

- DML Code
- Foreign Prop — input value = **Y** or **blank**
- Reclam Code — input values = **Y**, **R**, or **N**
- CC
- Artifact — input value = **Y** or **blank**

Screening Timeframes:

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

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

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

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

- 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 fields Print Doc, Cost, or CC are not changed, and the Change Another Item equals **Y**, NPDMS displays the COMPONENT SYSTEM ITEM SELECTION (ND4110MM) screen. If fields Print Doc, Cost, or CC are not changed, and the Change Another Item equals **N**, NPDMS displays the DRMO DATA (ND4110MC) screen.

NOTE: The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

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

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Proper                                                                  11

Locati                                                                  ___

          ND5100MB

Report                Mark the document(s) you wish printed

Wareho

DML Co             _  Print NASA 811 ('Y')                              ct: _

                   _  Print NASA 812 ('Y')                              s

                   _  Print SF-120 Correction ('C')                     96

Screen             _  Print SF-120 Withdrawal ('W')                     96

Timefr             _  Print DD-1348-1A ('Y')                            96

                   _  Print Foreign Disposal Approval Form ('Y')        96

Method                                                                   Only)

                     Enter 'C' to Cancel: _

Naviga

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                     EXIT
```

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

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 contains a value of **Y**, NPDMS displays the pop-up window (NDXSRVMA) Disposal Reason/Survey Comments screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
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 contains a value of **Y**, NPDMS displays the pop-up window (ND5100MC) Property Transaction Description screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: XXXX****************            State: AL Zip: XXXXX ____

**********************************************************************

        ND5100MC      Property Transaction Description:



 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________


                  Enter 'C' to Cancel: _

**********************************************************************

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

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

If the Print SF-120 Correction field contains a value of **C**, or the Print SF-120 Withdrawal field contains a value of **W**, NPDMS displays the pop-up window (ND5100MD) Withdrawal/Correction Narrative screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110MB / ND4210PA                 CHANGE SCREEN 2                    12:34:52

                                       CH CA                           MSXXX

PROP CASE NO: 804101 6282S031

     Install Name: MARSHALL SPACE FLIGHT CENTER************

   Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

          Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

Location     City: XXXX****************            State: AL Zip: XXXXX ____

*****************************************************************

         ND5100MD

                  GSA Withdrawal Approval Date:  **  **  ****


        Withdrawal/Correction Narrative:

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________

 ____________________________________________________________


                    Enter 'C' to Cancel: _

*****************************************************************

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


Navigation: ____________________________________________________

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative

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

- Press **<Enter>**. NPDMS displays the DRMO DATA screen (ND4110MD) or the pop-up window for Adjustment Description Data (ND4110MH). If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

If Unit Cost or CC changed, NPDMS displays the following pop-up window (ND4110MH):

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

 ND4110MB / ND4210PA                 CHANGE SCREEN 2                   12:34:52

                                        CH CA                          MSXXX

 PROP CASE NO: 804101 6282S031

      Install Name: MARSHALL SPACE FLIGHT CENTER************

    Contact Person: XXXXXX XXXXXXXX***************  Phone:( XXX ) XXX - XXXX

           Address: MARSHALL SPACE FLIGHT CENTER**  Bldg: XXXX****** Room: XXXX_

 Property           MAIL CODE XXXX_________________    Fax:( XXX ) XXX - XXXX

 Location     City: XXXX****************            State: AL Zip: XXXXX ____
***************************************************************************

          ND4110MH


         Adjustments have been made.

         Description of Adjustments is required.


         ****************************************

         ________________________________________


                  Enter 'C' to Cancel: _


***************************************************************************

                DAYS                                Begin Dates     End Dates

                 21_     Installation Screening:  10 08 1996      10 29 1996

 Screening       21_        NASA-Wide Screening:  10 08 1996      10 29 1996

 Timeframes      0__    Other Federal Screening:  10 30 1996      10 30 1996

                 21_         Donation Screening:  10 31 1996      11 21 1996

 Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)


 Navigation: ____________________________________________________

 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---

       HELP  LOPF  PREV        CNCL                                        EXIT
```

INPUT DATA

- Adjustment Description Data
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS displays the DRMO DATA screen (ND4110MD). If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110ME / ND4210PA      COMPONENT SYSTEM PROPERTY CASE CHANGE         09:34:08

                                                                       MSXXX

Prop Case No:


 The following information may Change upon modification of Component data:

    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:

    DML Code:         Artifact:                 Total Acq Cost:


Component System Information -

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



                Days                                Begin Dates      End Dates

                 0__     Installation Screening:   ** ** ****       ** ** ****

Screening        0__        NASA-Wide Screening:   ** ** ****       ** ** ****

Timeframes       0__    Other Federal Screening:   ** ** ****       ** ** ****

                 0__         Donation Screening:   ** ** ****       ** ** ****

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

                           ________                __

Navigation: ____________________________________________________________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

      HELP  LOPF  PREV                                                  EXIT
```

INPUT DATA

- Appropriation Data
- Reimbursement Code — input values = **1, 2, 4, C, D** or **M**
- Exc/Sale — input value = **Y** or **blank**

- Unclaimed Prop — input value = **Y** or **blank**
- Fair Mkt
- ADPE Identification — input values = **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, **0,** or **blank**
- Physical Security — input values = **A** - **Z**, **1** - **9**
- Disposal Authority Code — input value = **N, M** or **R**
- Mark For — input value = **HM** or **HW**
- Additional Data Code
- Shipping
- DRMO Receiving
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks. NPDMS displays the message, *'Item Changed Successfully, ERN Of E02: N10 with N Add'l Txn(s)'*.

NPDMS displays the (ND4110ME) COMPONENT SYSTEM PROPERTY CASE CHANGE screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01

ND4110ME / ND4210PA      COMPONENT SYSTEM PROPERTY CASE CHANGE         09:34:08

                                                                       MSXXX

Prop Case No:


 The following information may Change upon modification of Component data:

    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:

    DML Code:         Artifact:                 Total Acq Cost:


Component System Information -

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



               Days                                Begin Dates      End Dates

                0__     Installation Screening:   ** ** ****       ** ** ****

Screening       0__        NASA-Wide Screening:   ** ** ****       ** ** ****

Timeframes      0__    Other Federal Screening:   ** ** ****       ** ** ****

                0__         Donation Screening:   ** ** ****       ** ** ****

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

                          ________                __

Navigation: ____________________________________________________________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

      HELP  LOPF  PREV                                                  EXIT
```

INPUT DATA

- Component System Name
- FSC Code — component system level FSC
- CC — component system level CC

Screening Timeframes:

- Days
- Installation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Donation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Method
  = Install — input values = **C, F, L,** or **N**
  = NASA-Wide — input values = **C, F, L,** or **N**
- Next Prop Case No
- Next Item Id

- Press **<Enter>.**

NOTE: The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

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

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

- 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 updates the Case File, generates an E02 Change Transaction, generates a X60 to identify NEMS Equipment data, generates a NP/NEMS Interface ERN, and returns to the TRANSACTION MENU (ND5000MA) and displays the message *'Case N14 Changed, ERN Of E01: N10 With N Add'l Txn(s)'*.

- If Next Prop Case No is entered, the system returns to the CONTROLLED CHANGE screen (ND4110MA).

4.9.2.8 Non-Controlled Component System Item/Case Change with DRMO Transfer

This process allows the user to update Component System Item/Case data for Non-Controlled property with DRMO Transfer.

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

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

- From the Transaction Menu, type **2** at Enter Selection, Prop Case No, and optionally the Item Id to access the NON-CONTROLLED PROPERTY CHANGE screen (ND4110MA).

- Press **<Enter>**. NPDMS then verifies that the entered Prop Case No is present on the NPDMS Case File and displays it on the NON-CONTROLLED PROPERTY CHANGE (ND4110MA) screen, and places the cursor at the first input field. Appropriate data fields are populated and displayed by the system.

- If Item Id equals **blank**, NPDMS displays the COMPONENT SYSTEM ITEM SELECTION screen (ND4110MM). This allows the user to select the appropriate component system item (single item cases bypass the screen).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MM / NDX500PA         COMPONENT SYSTEM ITEM SELECTION            11:15:08
                                                                       MSXXX
Prop Case No: 804101 1060C171
Component System Name: COMPONENT                        FSC Code: 1010  CC: A4
    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:  2
    DML Code:         Artifact:                 Total Acq Cost:      152500.00
====================== SELECT COMPONENT RECORD TO CHANGE =====================
   Item          Item Name              Turn in Doc Nmbr     Cur   Cur Acq Cost
    Id                                                      Qty
1   01  COMPUTER, DIGITAL                                     36        2500.00
2   02  COMPUTER, DIGITAL                                     25        2500.00
3
4
5
6
7
8

 Enter the Line No to process: _   (Enter 1-8)
                                                                     More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF
```

INPUT DATA

- Enter the Line No to Process — input value = **1 - 8** (Line Number associated with the Item Id)

- Press **<Enter>**.

- NPDMS displays the (ND4110MA) COMPONENT SYSTEM NON-CONTROLLED PROPERTY CHANGE screen

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4210PA  COMPONENT SYSTEM NON-CONTROLLED PROPERTY CHANGE   11:25:02
                                      CH CA                            MSXXX
Prop Case No: 804101 1060C171      ITEM ID: 01 Cust Acct No: 33001
Local Ref No: ________________________________ Turn-In Doc No: ________________
 Initiators Name:  ________________________________ Initiators Org Code: ______
Initiators Phone:( ___ ) ___ - ____                      NSN: 1010 __________
 Item Name: COMPUTER, DIGITAL*****************************************
Mfg's Code: _____  Mfg's Name: GATEWAY XXXX____________________    Mfg Year: 2001
 Model No: 123__________________    Part No: 456_____________________________
Serial No: BATC__________________   MMA Code: __      CC: A4     Cap Sens Code: X
  CURR QTY: 36***        UNIT OF MEASURE: EA      UNIT ACQ COST: 2500.00******
   New Qty: _____                                  NEW UNIT COST: _____________
 Stock Status Code: 5         Contr Prop: _              Tag No: _____________
Reimbursement Code: 2       Grantee Prop: _      Contr/Grant No: _____________
Exc/Sale: _ Unclaimed Prop: _ Date Found: __ __ ____   Fair Mkt: _____________
Mat Inv: _ SHELF LIFE TYPE: 0   EXP DATE: __ __ ____   EXT DATE: __ __ ____
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ____________________________________________________________ More: _

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

NOTE: Mat Inv field is pre-filled with **Y** if the property is Materials Inventory. If property is added through the supply batch process, it is protected.

INPUT DATA

- Local Ref No
- Turn-In Doc No — input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code

- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Cap Sens Code — input values = **N**, **X**, **Q**, **M**, or **P**
- Unit of Measure
- New Qty
- New Unit Cost
- Stock Status Code — input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop — input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop — input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale — input value = **Y** or **blank**
- Unclaimed Prop — input value = **Y** or **blank**

- Date Found — input format **= MM/DD/YYYY**
- Fair Mkt
- Mat Inv — input value = **Y** or **blank**
- Shelf Life Type — input values = **0**, **1**, **2,** or **blank**
- Exp Date — input format = **MM/DD/YYYY**
- Ext Date — input format = **MM/DD/YYYY**
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc — input value = **Y** or **N**
- Item Desc
- More — input value = **Y** or **blank**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

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

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

```
ND4110MN                    ITEM DESCRIPTION

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

TECH     ______________________________________________________________
HEADERS  ______________________________________________________________
         ______________________________________________________________
         ______________________________________________________________

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

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

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

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

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

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

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MA / ND4210PA  COMPONENT SYSTEM NON-CONTROLLED PROPERTY CHANGE   13:18:07
                                  CH CA                                MSXXX
Prop Case No: 804101 1060C171      ITEM ID: 01 Cust Acct No: 33001
Local Ref No: ______________________________ Turn-In Doc No: ________________
 Initiators Name:  ______________________________ Initiators Org Code: _____
Initiators Phone:( ___ ) ___ - ____                     NSN: 1010 _________
 Item Name: COMPUTER, DIGITAL*****************************************
Mfg's Code: _____  Mfg's Name: GATEWAY XXXX___________________    Mfg Year: 2001
 Model                                                                  ___
Serial                                                                  ode: X
  CURR   ND4110MI      Please Enter Appropriation Data:                 *****
   New                                                                  _____
 Stock         ____________________________________________________     _____
Reimbu                                                                  ____
Exc/Sa                      Enter 'C' to Cancel: _                      _____
Mat In                                                                  __
Haz Mat Code: __ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: ____________________________________________________________ More: _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Appropriation Data
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the CHANGE SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY CHANGE (ND4110MA).

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4210PA                 CHANGE SCREEN 2                    13:21:32
                                       CH CA                           MSXXX
Prop Case No: 804101 1060C171      ITEM ID: 01
     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: _____
Property           ____________________________    Fax:( XXX ) XXX - XXXX
Location     City: HUNTSFILLE**********           State: AL Zip: 35812 ____
          Country: ______________________________
Report To: GSA Region: 04  or  DRMO DODAAC:  ______   Print Doc (Y/N): N
Warehouse Loc: ___________         Warehoused Date: __ __ ____
DML Code: _     Foreign Prop: _     Reclam Code: _      CC: A4     Artifact: _
               DAYS                              Begin Dates     End Dates
                21_     Installation Screening:  03 01 2001      03 22 2001
Screening       21_        NASA-Wide Screening:  03 01 2001      03 22 2001
Timeframes      21_    Other Federal Screening:  03 23 2001      04 13 2001
                21_         Donation Screening:  04 14 2001      05 05 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)
       Change another item (Y/N)? N
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                                       EXIT
```

NOTE: If Warehouse Loc and Warehoused Date are pre-filled these fields are modifiable; otherwise these fields are protected.

INPUT DATA

- Install Name — input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg — input value = **NOC** (if unknown)
- Room
- Address (line 2)
- Fax
- City
- State

- Zip
- Country
- Report to:
  - — GSA Region — input value = **blank**
  - — DRMO DODAAC — input value = transferring DRMO DODAAC
- Print Doc — input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date — input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop — input value = **Y** or **blank**
- Reclam Code — input values = **Y**, **R**, or **N**
- CC
- Artifact — input value = **Y** or **blank**

Screening Timeframes:

- Days
- Installation Screening
  - — Begin Dates — input format = **MM/DD/YYYY**
  - — End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening

— Begin Dates input format = **MM/DD/YYYY**

— End Dates input format = **MM/DD/YYYY**

- Days

- Other Federal Screening

  — Begin Dates input format = **MM/DD/YYYY**

  — End Dates input format = **MM/DD/YYYY**

- Days

- Donation Screening

  — Begin Dates input format = **MM/DD/YYYY**

  — End Dates input format = **MM/DD/YYYY**

- Method
  = Install input values = **C, F, L,** or **N**
  = NASA-Wide input values = **C, F, L,** or **N**

- 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 fields Print Doc, Qty, Cost, or CC are not changed, and the Change Another Item equals **Y**, NPDMS displays the COMPONENT SYSTEM ITEM SELECTION (ND4110MM) screen. If fields Print Doc, Cost, or CC are not changed, and the Change Another Item equals **N**, NPDMS displays the DRMO DATA (ND4110MC) screen.

NOTE: The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If Print Doc equals **Y**, NPDMS displays the following pop-up window (ND5100MB):

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4210PA                 CHANGE SCREEN 2                    13:21:32
                                       CH CA                           MSXXX
Prop Case No: 804101 1060C171      ITEM ID: 01
     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: _____
Proper                                                                  36
Locati                                                                  ___
          ND5100MB
Report                Mark the document(s) you wish printed
Wareho
DML Co              _  Print NASA XXX ('Y')                             ct: _
                    _  Print NASA XXX ('Y')                             s
                    _  Print SF-XXX Correction ('C')                    01
Screen              _  Print SF-XXX Withdrawal ('W')                    01
Timefr              _  Print DD-XXXX-1A ('Y')                           01
                    _  Print XXXXXXX XXXXXXXX XXXXXXXX Form ('Y')       01
Method                                                                   Only)
                      Enter 'C' to Cancel: _
Naviga
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                                     EXIT
```

NOTE: On the basis of previously entered data, the cursor only moves to the applicable documents that need printing.

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 contains a value of **Y**, NPDMS displays the pop-up window (NDXSRVMA) Disposal Reason/Survey Comments screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
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 contains a value of **Y**, NPDMS displays the pop-up window (ND5100MC) Property Transaction Description screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4210PA                 CHANGE SCREEN 2                    15:12:02
                                       CH CA                           MSXXX
Prop Case No: 804101 1060C171      ITEM ID: 01
     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: ____
Property           ________________________________   Fax:( XXX ) XXX - XXXX
Location     City: HUNTSFILLE**********            State: AL Zip: 35812 ____
          Country: ________________________________
       Report To: ND5100MC      Property Transaction Description:

      ____________________________________________________________
      ____________________________________________________________
      ____________________________________________________________
      ____________________________________________________________

                  Enter 'C' to Cancel: _
       Change another item (Y/N)? N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**.

If the Print SF-120 Correction field contains a value of **C**, or the Print SF-120 Withdrawal field contains a value of **W**, NPDMS displays the pop-up window (ND5100MD) Withdrawal/Correction Narrative screen. If **C** is entered to Cancel, NPDMS displays the CHANGE SCREEN 2 (ND4110MB).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4210PA                 CHANGE SCREEN 2                     15:43:41
                                       CH CA                            MSXXX
Prop Case No: 804101 1060C171      ITEM ID: 01
     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX*********************  Bldg: XXXX****** Room: ____
Property           ______________________________    Fax:( XXX ) XXX - XXXX
Locatio ND5100MD
                 GSA Withdrawal Approval Date:  **  **  ****

       Withdrawal/Correction Narrative:
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

                    Enter 'C' to Cancel: _
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                                      EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS displays the DRMO DATA screen (ND4110MD) or the pop-up window for Adjustment Description Data (ND4110MH). If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

If Qty, Unit Cost or CC changed, NPDMS displays the following pop-up window (ND4110MH):

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MB / ND4210PA                 CHANGE SCREEN 2                    15:53:52
                                       CH CA                           MSXXX
Prop Case No: 804101 1060C171      ITEM ID: 01
     Install Name: MARSHALL SPACE FLIGHT CENTER************
   Contact Person: XXXXXXXXXXXXX*****************  Phone:( XXX ) XXX - XXXX
          Address: BLDG XXXX********************  Bldg: XXXX****** Room: ____
Property           ______________________________    Fax:( XXX ) XXX - XXXX
Location     City: HUNTSFILLE**********            State: AL Zip: 35812 ____
          Cou ND4110MH

              Adjustments have been made.
              Description of Adjustments is required.

              ****************************************
              ________________________________________

                Enter 'C' to Cancel: _

       Change another item (Y/N)? N
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                                       EXIT
```

INPUT DATA

- Adjustment Description Data
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS displays the DRMO DATA screen (ND4110MD). If **C** is entered to Cancel, NPDMS re-displays the CHANGE SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

```
                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM              03/01/01
 ND4110MD / ND4210PA                   DRMO DATA                      08:53:52
                                                                      MSXXX
 Prop Case No:
 Local Ref No:                                Turn-In Doc No:
 Appropriation Data:
 Reimbursement Code:    Exc/Sale:      Unclaimed Prop:        Fair Mkt:

 This property is scheduled to be reported on 03/01/2001    to DoDAAC:


 Ship from Fedstrip ACC:                       Supplementary Address:




 Document Identifier Code: TID  ADPE Identification:         Physical Security:*
 Disposal Authority Code:              Mark For:
 Additional Data Code:   Shipping:             DRMO Receiving:

Navigation:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Mset  Exit  Test  Edit  --    -     +     Split <     >     Let
```

INPUT DATA

- Appropriation Data
- Reimbursement Code — input values = **1, 2, 4, C, D** or **M**
- Exc/Sale — input value = **Y** or **blank**
- Unclaimed Prop — input value = **Y** or **blank**
- Fair Mkt
- ADPE Identification — input values = **1**, **2**, **3**, **4**, **5**, **6**, **7**, **8**, **9**, **0** or **blank**
- Physical Security — input values = **A** - **Z**, **1** - **9**
- Disposal Authority Code — input value = **N, M** or **R**
- Mark For — input value = **HM** or **HW**
- Additional Data Code

- Shipping

- DRMO Receiving

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks. NPDMS displays the message, *'Item Changed Successfully, ERN Of E02: N10 with N Add'l Txn(s)'*.

NPDMS displays the (ND4110ME) COMPONENT SYSTEM PROPERTY CASE CHANGE screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110ME / ND4210PA      COMPONENT SYSTEM PROPERTY CASE CHANGE         16:05:53
                                    CH CA                              MSXXX
Prop Case No: 804101 1060C171

The following information may change upon modification of component data:
    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:  3
    DML Code:         Artifact:                 Total Acq Cost:      XXXXXX.XX

Component System Information -
  Component System Name: COMPONENT******************** FSC Code: 1010 CC: A4


               Days                                Begin Dates      End Dates
                21_     Installation Screening:   03 01 2001       03 22 2001
Screening       21_        NASA-Wide Screening:   03 01 2001       03 22 2001
Timeframes      21_    Other Federal Screening:   03 23 2001       04 13 2001
                21_         Donation Screening:   04 14 2001       05 05 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only
Next Prop Case No: 804101 ________  Next Item ID: __
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV                                CLEAR
```

INPUT DATA

- Component System Name

- FSC Code — input value = component system level FSC

- CC — input value = component system level CC

Screening Timeframes

- Days
- Installation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Donation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Method
  = Install — input values = **C, F, L,** or **N**
  = NASA-Wide — input values = **C, F, L,** or **N**
- Next Prop Case No
- Next Item Id

- Press **<Enter>.**

NOTE: The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.

- 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 updates the Case File and generates an E02 Change Transaction, and displays the message *'Case N14 Changed, ERN Of E01: N10 With N Add'l Txn(s)'* and returns to the TRANSACTION MENU (ND5000MA).

- If Next Prop Case No is entered, the system returns to the NON-CONTROLLED CHANGE screen (ND4110MA).

4.9.3 Transaction Processing for Delete

The Delete Transaction provides the user with the capability to delete case and item information for all active disposal cases. NSMS Materials Inventory property can not be deleted in this process. Delete processing for NSMS is completed using the Utilized by Generating NASA Center (T05). If the received quantity of NSMS items is zero, it is deleted using the Receipt process (T02). Refer to section 4.8.4.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

INPUT DATA

- 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       03/01/01
ND5000MA / ND5000PA                  TRANSACTION MENU                   16:09:36
                                        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 = **3**

- Prop Case No (Mandatory)

- Item Id (Optional)

- Press **<Enter>**.

Action is performed based on the input on the TRANSACTION MENU (ND5000MA) screen.

4.9.3.1 Controlled (NEMS-tagged) Delete

This process allows the user to delete Controlled (NEMS-tagged) property cases.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type **3** at Enter Selection, Prop Case No, and optionally the Item Id to access the CONTROLLED PROPERTY DELETE screen (ND4310MA).

- Press **<Enter>**. NPDMS then verifies that the entered Prop Case No is present on the NPDMS Case File and displays it on the CONTROLLED PROPERTY DELETE (ND4310MA) screen, and places the cursor at the first input field.

Appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4310MA / ND4310PA           CONTROLLED PROPERTY DELETE                16:11:21
                                       DE CA                            MSXXX

Prop Case No: 8041011060C171                  Cust Acct No: 33001
Local Ref No:                               Turn-In Doc No:
   Item Name: XXXXXXXX, XXXXXXX                    Item ID: 03
   Component System: COMPONENT
    Initiators Name:
Initiators Org Code:                      Initiators Phone:(     )     -

Mfg's Code:         Mfg's Name: GATEWAY XXXX                     Mfg Year:
  Model No: 1223                  Part No: 456
 Serial No: BATC
                                          GSA Report Date:    /    /
Number of Components:  3          Print SF-120 Correction:

                          Enter 'D' to Confirm Delete or 'C' to Cancel: *

Next Prop Case Nmbr: 804101 ________  Next Item ID: __
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Print SF-120 Correction — input value = **C** or **blank**
- Enter ’D’ to Confirm Delete or ’C’ to Cancel — input value = **D** or **C**
- Next Prop Case No
- Next Item Id
- Press **<Enter>**.

If Print SF-120 Correction equals **C**, the system displays the pop-up window (ND5100MD).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4310MA / ND4310PA         CONTROLLED PROPERTY ITEM DELETE             16:11:21
                                     DE CA                               MSXXX

Prop Case No: 8041011060C171                  Cust Acct No: 33001
Local Ref No:                               Turn-In Doc No:
   Item Name: COMPUTER, XXXXXXX                    Item ID: 03
   Component System: COMPONENT
    Initiators Name:
Initi ND5100MD
                      GSA Withdrawal Approval Date:  **  **  ****

              Withdrawal/Correction Narrative:
      ____________________________________________________________
      ____________________________________________________________
      ____________________________________________________________
      ____________________________________________________________

                   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

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS displays the pop-up window for delete justification (ND5100MC) or displays the CONTROLLED PROPERTY DELETE screen (ND4310MA) for enter **C** to Cancel.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4310MA / ND4310PA            CONTROLLED PROPERTY DELETE               16:17:24
                                     DE CA                               MSXXX

Prop Case No: 8041011060C171                  Cust Acct No: 33001
Local Ref No:                               Turn-In Doc No:
   Item Name: COMPUTER, DIGITAL                    Item ID: 03
   Component System: COMPONENT
    Initiato +-------------------------------------------------------------+
Initiators O !                                                             !
             !  ND5100MC      Property Transaction Description:             !
Mfg's Code:  !                                                             !
  Model No:  !  ___________________________________________________________ !
 Serial No:  !  ___________________________________________________________ !
             !  ___________________________________________________________ !
Number of Co !  ___________________________________________________________ !
             !                                                             !
             !                   Enter 'C' to Cancel: _                    !
             +-------------------------------------------------------------+
Next Prop Case Nmbr: 804101 ________  Next Item ID: __
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 **C** to Cancel entered, NPDMS displays the CONTROLLED PROPERTY DELETE screen (ND4310MA).

- NPDMS updates the case record and the associated transaction record(s), then they are moved to the Case History File and the Transaction History File, respectively. The case record and the associated transaction records are deleted from the Case and Transaction Files. The following transactions are generated: E03 Transaction, X15 Transaction to identify NEMS Equipment data, and NP/NEMS Interface ERN. NPDMS displays the message *'(Number Record(s)) Deleted - ERN = N9 Thru N9'* on the CONTROLLED PROPERTY DELETE (ND4310MA) screen.

4.9.3.2 Non-Controlled Delete

This process allows the user to delete Non-Controlled property single cases. NSMS Materials Inventory property can not be deleted in this process. Delete processing for NSMS is completed using the Utilized by Generating NASA Center (T05). If the received quantity of NSMS items is zero, it is deleted using the Receipt process (T02). Refer to section 4.8.4.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type **3** at Enter Selection, Prop Case No and optionally the Item Id to access the NON-CONTROLLED PROPERTY DELETE screen (ND4310MA).

- Press **<Enter>**. NPDMS then verifies that the entered Prop Case No is present on the NPDMS Case File and displays it on the NON-CONTROLLED PROPERTY DELETE (ND4310MA) screen, and places the cursor at the first input field.

Appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4310MA / ND4310PA          NON-CONTROLLED PROPERTY DELETE             16:18:47
                                      DE CA                             MSXXX

Prop Case No: 8041011060C171                  Cust Acct No: 33001
Local Ref No:                               Turn-In Doc No:
   Item Name: COMPUTER, DIGITAL                    Item ID: 03
   Component System: COMPONENT
    Initiators Name:
Initiators Org Code:                      Initiators Phone:(     )     -

Mfg's Code:         Mfg's Name: GATEWAY XXXX                     Mfg Year:
  Model No: XXXX                  Part No: 456
 Serial No: BATC
                                          GSA Report Date:    /    /
Number of Components:  3          Print SF-120 Correction:

                          Enter 'D' to Confirm Delete or 'C' to Cancel: *

Next Prop Case Nmbr: 804101 ________  Next Item ID: __
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV  RVW   CNCL                                       EXIT
```

INPUT DATA

- Print SF-120 Correction — input value = **C** or **blank**
- Enter ’D’ to Confirm Delete or ’C’ to Cancel — input value = **D** or **C**
- Next Prop Case No
- Next Item Id
- Press **<Enter>**.

If the Print SF-120 Correction field contains a value of **C**, NPDMS displays the pop-up window (ND5100MD) Withdrawal/Correction Narrative screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4310MA / ND4310PA          NON-CONTROLLED PROPERTY DELETE             16:21:13
                                     DE CA                              MSXXX

Prop Case No: 8041011060C171                  Cust Acct No: 33001
Local Ref No:                               Turn-In Doc No:
   Item Name: COMPUTER, XXXXXXX                    Item ID: 03
   Component System: COMPONENT
    Initiators Name:
Initi ND5100MD
                          GSA Withdrawal Approval Date:  **  **  ****

               Withdrawal/Correction Narrative:
       ____________________________________________________________
       ____________________________________________________________
       ____________________________________________________________
       ____________________________________________________________

                    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

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS displays the pop-up window for delete justification (ND5100MC) or displays the NON-CONTROLLED PROPERTY DELETE (ND4310MA) if Enter ’C’ to Cancel equals **C**.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4310MA / ND4310PA          NON-CONTROLLED PROPERTY DELETE             16:20:03
                                     DE CA                              MSXXX

Prop Case No: 8041011060C171                  Cust Acct No: 33001
Local Ref No:                               Turn-In Doc No:
   Item Name: COMPUTER, XXXXXXX                    Item ID: 03
   Component System: COMPONENT
    Initiato +-------------------------------------------------------------+
Initiators O !                                                             !
             !  ND5100MC      Property Transaction Description:            !
Mfg's Code:  !                                                             !
  Model No:  !  ___________________________________________________________ !
 Serial No:  !  ___________________________________________________________ !
             !  ___________________________________________________________ !
Number of Co !  ___________________________________________________________ !
             !                                                             !
             !                   Enter 'C' to Cancel: _                    !
             +-------------------------------------------------------------+
Next Prop Case Nmbr: 804101 ________  Next Item ID: __
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24—
      HELP  LOPF
```

INPUT DATA

- Property Transaction Description

- Enter 'C' to Cancel input value = **C** or **blank**

- Press **<Enter>**. If **C** to Cancel entered, NPDMS displays the NON-CONTROLLED PROPERTY DELETE screen (ND4310MA).

- NPDMS updates the case record and the associated transaction record(s), then they are moved to the Case History File and the Transaction History File, respectively. The case record and the associated transaction records are deleted from the Case and Transaction Files. An E03 Transaction is generated. NPDMS displays the message *'(Number Record(s)) Deleted - ERN = N9 Thru N9'* on the NON-CONTROLLED PROPERTY DELETE (ND4310MA) screen.

4.9.3.3 Component System Item Delete

This process allows the user to Delete Component System Items from a Component System Case.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type **3** at Enter Selection and enter the Prop Case No and optionally the Item Id.

- Press **<Enter>**.

- If Item Id equals **blank**, NPDMS displays the COMPONENT SYSTEM ITEM SELECTION screen (ND4110MM). This allows the user to select the appropriate component system item.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MM / NDX500PA         COMPONENT SYSTEM ITEM SELECTION             16:28:08
                                                                        MSXXX
Prop Case No: 804101 1060C171
Component System Name: COMPONENT                        FSC Code: 1010  CC: A4
    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:  3
    DML Code:         Artifact:                 Total Acq Cost:      215000.00
======================= SELECT COMPONENT RECORD TO CHANGE ====================
   Item          Item Name              Turn in Doc Nmbr     Cur   Cur Acq Cos
    Id                                                       Qty
1   01  COMPUTER, DIGITAL                                      36        2500.0
2   02  COMPUTER, DIGITAL                                      25        2500.0
3   03  COMPUTER, DIGITAL                                      25        2500.0
4
5
6
7
8

 Enter the Line No to process: _   (1-8 or 'A' to select all)
                                                                      More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF              CNCL        PGUP  PGDN
```

INPUT DATA

• Enter the Line No to Process	input values = **1, 2, 3, 4, 5, 6, 7** or **8**
• Print SF120 Correction	input value = **C** or **blank,** only displays if the property has been reported to GSA
• More	system displays **Y** or **blank**, if **Y** use **PF20** Key to view/select additional items

- Press **<Enter>**. The COMPONENT SYSTEM ITEM DELETE screen (ND4310MA) is displayed. The data fields are populated and the user is prompted to verify that this is the correct record to delete.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4310MA / ND4310PA           COMPONENT SYSTEM ITEM DELETE              16:29:06
                                       DE CA                            MSXXX

Prop Case No: 8041011060C171                  Cust Acct No: 33001
Local Ref No:                               Turn-In Doc No:
   Item Name: COMPUTER, DIGITAL                    Item ID: 03
   Component System: COMPONENT
    Initiators Name:
Initiators Org Code:                      Initiators Phone:(     )     -

Mfg's Code:         Mfg's Name: GATEWAY XXXX                     Mfg Year:
  Model No: 1223                  Part No: 456
 Serial No: BATC
                                          GSA Report Date:    /    /
Number of Components:  3          Print SF-120 Correction:

                          Enter 'D' to Confirm Delete or 'C' to Cancel: *

Next Prop Case Nmbr: 804101 ________  Next Item ID: __
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV  RVW   CNCL                                        EXIT
```

INPUT DATA

- Print SF-120 Correction — input value = **C** or **blank** only displays if the property has been reported to GSA
- Enter ’D’ to Confirm Delete or ’C’ to Cancel — input value = **D** or **C**
- Next Prop Case No
- Next Item Id
- Press **<Enter>**.

If the Print SF-120 Correction field contains a value of **Y**, NPDMS displays the pop-up window (ND5100MD) Withdrawal/Correction Narrative screen. If Enter ’C’ to Cancel equals **C**, NPDMS displays the COMPONENT SYSTEM ITEM DELETE screen (ND4310MA).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4310MA / ND4310PA           COMPONENT SYSTEM ITEM DELETE              16:29:07
                                     DE CA                              MSXXX

Prop Case No: 8041011060C171                  Cust Acct No: 33001
Local Ref No:                               Turn-In Doc No:
   Item Name: COMPUTER, DIGITAL                    Item ID: 03
   Component System: COMPONENT
    Initiators Name:
Initi ND5100MD
                          GSA Withdrawal Approval Date:  **  **  ****

               Withdrawal/Correction Narrative:
      ____________________________________________________________
      ____________________________________________________________
      ____________________________________________________________
      ____________________________________________________________

                    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

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**

- Press **<Enter>**. NPDMS displays the pop-up window for delete justification (ND5100MC); or, if Enter 'C' to Cancel equals **C**, NPDMS displays the COMPONENT SYSTEM ITEM DELETE screen (ND4310MA).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4310MA / ND4310PA    COMPONENT SYSTEM NON-CONTROLLED ITEM DELETE     16:31:06
                                       DE CA                           MSXXX

Prop Case No: 8041011060C171                   Cust Acct No: 33001
Local Ref No:                                Turn-In Doc No:
   Item Name: COMPUTER, DIGITAL                     Item ID: 03
   Component System: COMPONENT
    Initiato +-------------------------------------------------------------+
Initiators O !                                                             !
             !  ND5100MC      Property Transaction Description:             !
Mfg's Code:  !                                                             !
  Model No:  !  ____________________________________________________________ !
 Serial No:  !  ____________________________________________________________ !
             !  ____________________________________________________________ !
Number of Co !  ____________________________________________________________ !
             !                                                             !
             !                    Enter 'C' to Cancel: _                   !
             +-------------------------------------------------------------+
Next Prop Case Nmbr: 804101 ________  Next Item ID: __
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 **C** to Cancel entered, NPDMS displays the COMPONENT SYSTEM ITEM DELETE screen (ND4310MA).

- NPDMS updates the case record and the associated transaction record(s), then they are moved to the Case History File and the Transaction History File, respectively. The case record and the associated transaction records are deleted from the Case and Transaction Files. Depending on whether the case record is Non-Controlled or Controlled (NEMS-tagged) Property the following transactions are generated: an E03 Transaction for Non-Controlled and Controlled Property; a X15 Transaction and NP/NEMS Interface ERN for Controlled Property. NPDMS displays the message *'N Record(s) Deleted - ERN = N9 Thru N9'* on the PROPERTY DELETE (ND4310MA) screen.

4.9.3.4 Component System Case Delete

This process allows the user to Delete Component System Cases.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: Since records are retired online from active (Case and Transaction) files to history (Case and Transaction) files, this process may create a performance problem or impose time constraints for completing this function. The user may have to wait a little longer than normal before the final success message appears on the screen. There is a direct relationship between the number of records involved in the processing and the time it takes to complete the process, i.e., the more records the longer time it takes to complete the processing.

- From the TRANSACTION MENU (ND5000MA), type **3** at Enter Selection and enter the Prop Case No and optionally the Item Id.

- Press **<Enter>**.

- If Item Id equals **blank**, NPDMS displays the COMPONENT SYSTEM ITEM SELECTION screen (ND4110MM). This allows the user to select the appropriate component system item or the entire case.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MM / NDX500PA         COMPONENT SYSTEM ITEM SELECTION             16:34:23
                                                                        MSXXX
Prop Case No: 804101 1060C171
Component System Name: COMPONENT                        FSC Code: 1010  CC: A4
    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:  3
    DML Code:         Artifact:                 Total Acq Cost:      215000.00
======================= SELECT COMPONENT RECORD TO CHANGE ====================
   Item          Item Name              Turn in Doc Nmbr     Cur   Cur Acq Cos
    Id                                                       Qty
1   01  COMPUTER, DIGITAL                                      36        2500.0
2   02  COMPUTER, DIGITAL                                      25        2500.0
3   03  COMPUTER, DIGITAL                                      25        2500.0
4
5
6
7
8

 Enter the Line No to process: _   (1-8 or 'A' to select all)
                                                                      More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF              CNCL        PGUP  PGDN
```

INPUT DATA

- Enter the Line No to Process — input values = **1 - 8** or **A**
- Print SF120 Correction — input value = **C** or **blank**
- More — system displays **Y** or **blank**, if **Y** use **PF20** Key to view/select additional items
- Press **<Enter>**. If the property was reported to GSA and the field Print SF120 Correction equals **C**, the system displays pop-up window Withdrawal/Correction Narrative ND5100MD; or the system displays pop-up window Property Transaction Description ND5100MC.

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MM / NDX500PA         COMPONENT SYSTEM ITEM SELECTION            16:42:16
                                                                       MSXXX
Prop Case No: 804101 1060C171
Component System Name: COMPONENT                       FSC Code: 1010  CC: A4
    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:  2
    DML Code:         Artifact:                 Total Acq Cost:      125000.00
======================= SELECT COMPONENT RECORD TO CHANGE ====================
   Item          Item Name              Turn in Doc Nmbr     Cur   Cur Acq Cos
    I         ND5100MD
                           GSA Withdrawal Approval Date:  **  **  ****

               Withdrawal/Correction Narrative:
       ____________________________________________________________
       ____________________________________________________________
       ____________________________________________________________
       ____________________________________________________________

                            Enter 'C' to Cancel: _
                                                                     More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF              CNCL        PGUP  PGDN
```

INPUT DATA

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If **C** is entered to Cancel, NPDMS displays the (ND4110MM) COMPONENT SYSTEM ITEM SELECTION screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MM / NDX500PA         COMPONENT SYSTEM ITEM SELECTION            16:37:25
                                                                       MSXXX
Prop Case No: 804101 1060C171
Compon +------------------------DELETE PROCESS-------------------------+ C: A4
    Ha !                                                                 ! s:  3
    DM !  ND5100MC      Property Transaction Description:                ! 00.00
====== !                                                                 ! =====
   Ite !  ____________________________________________________________  ! q Cos
    Id !  ____________________________________________________________  !
1   01 !  ____________________________________________________________  ! 500.0
2   02 !  ____________________________________________________________  ! 500.0
3   03 !                                                                 ! 500.0
4      !                   Enter 'C' to Cancel: _                        !
5      +-------------------------------------------------------------+
6
7
8

 Enter the Line No to process: a   (1-8 or 'A' to select all)
                                                                     More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF              CNCL        PGUP  PGDN
```

INPUT DATA

- Property Transaction Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. If **C** to Cancel entered, NPDMS displays the COMPONENT SYSTEM ITEM SELECTION screen (ND4110MM).

NPDMS displays the pop-up window (ND5000MC) to confirm all items to be deleted.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MM / NDX500PA         COMPONENT SYSTEM ITEM SELECTION            16:37:25
                                                                       MSXXX
Prop Case No: 804101 1060C171
Compon +------------------------CONFIRM DELETE------------------------+  C: A4
    Ha !                                                               !  s:  3
    DM !   ND5000MC                                                    !  00.00
====== !                                                               !  =====
   Ite !     Please confirm that you wish all items to be deleted.     !  q Cos
    Id !         Enter 'D' to Confirm or 'C' to Cancel:                !
1   01 !                                                               !  500.0
2   02 +-------------------------------------------------------------+  500.0
3   03 !                                                                ! 500.0
4      !                   Enter 'C' to Cancel: _                      !
5      +-----------------------------------------------------------------+
6
7
8

 Enter the Line No to process: a   (1-8 or 'A' to select all)
                                                                     More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF              CNCL        PGUP  PGDN
```

INPUT DATA

- Confirm Delete or Cancel input value = **D** or **C**
- Press **<Enter>**.
- If **D** is entered, NPDMS either displays the (ND4310MA) COMPONENT SYSTEM DELETE SCREEN; or, If **C** is entered to Cancel, NPDMS displays the (ND4110MM) COMPONENT SYSTEM ITEM SELECTION screen.
- NPDMS updates the case record and the associated transaction record(s), then they are moved to the Case History File and the

Transaction History File, respectively. The case record and the associated transaction records are deleted from the Case and Transaction Files. Depending on whether the case record is Non-Controlled or Controlled (NEMS-tagged) Property the following transactions for each item of the Component System are generated: an E03 Transaction for Non-Controlled and Controlled Property; a X15 Transaction and NP/NEMS Interface ERN for Controlled Property. NPDMS displays the message *'N Record(s) Deleted - ERN = N9 Thru N9'* on the PROPERTY DELETE (ND4310MA) screen.

4.9.4 Transaction Processing for Receipt

The Transactions subsystem provides the capability to record the receipt of personal property data by the Property Disposal Office. It provides for the recording of the storage location of the personal property; changes to the Manufacturer's Name, Model Number, or Serial Number; and any adjustments to value, quantity, or condition. NPDMS generates the transactions associated with the property data (Receipt, and Adjustment Transactions) and writes them to the NPDMS Transaction File and updates the NPDMS Case File to reflect the adjustments made.

If the property has already been reported to GSA for screening purposes, a corrected SF-120 may be generated to report any changes made to the data (e.g., Condition Code, Current Available Quantity, and Adjusted Acquisition Cost Amount of Property).

Materials inventory property that was electronically added to NPDMS from NSMS using the NPDMS/NSMS Interface File is updated at the time it is received at a NASA storage facility. The physical count of the quantity received is reported back to NSMS via a Matched/Overage/Underage Report. NPDMS flags the record to indicate if the quantity received by NPDMS was over, under, or matched the quantity originally reported by NSMS. If the NASA storage facility did not receive the property (i.e., a zero quantity), then the record will be deleted from NPDMS active file and moved to the appropriate history files. The zero quantity for the deleted property case will be reported to NSMS on the Underage Report.

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>**.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5000MA / ND5000PA                 TRANSACTION MENU                    16:47:19
                                       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 = **4**

- Prop Case No

- Item Id

- Press **<Enter>**.

Action is performed based on the input on the TRANSACTION MENU (ND5000MA) screen.

4.9.4.1 Controlled Property Receipt

This process allows the user to record the Receipt of personal Controlled (NEMS-tagged) property data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type **4** at Enter Selection and enter the Prop Case No and optionally the Item Id.

- Press **<Enter>**.

Component System records are processed one item at a time.

NPDMS displays the Case record data on the RECEIPT TRANSACTION screen (ND5102MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND5102MA / ND5102PA            RECEIPT TRANSACTION - T02              16:49:06
                                       REC                              MSXXX

Prop Case No: 804101 1060C171         Item ID: 02            Current Qty: 25
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL              /
ECN:                                  Cust Acct No: 33001    CC: A4
Current Acq Cost: 2500.00             Unit Of Measure: EA
Component System - Name: COMPONENT                           FSC Code: 1010
========================== TRANSACTION INFORMATION ==========================
Mfg's Name: GATEWAY 2000_________________
Model No: 123_________________        Serial No: BATC_________________
Warehoused Date: **  **  ****         Warehouse Loc: ************
Adj -  Received Qty: 0****   CC: __   New Unit Cost: _____________
Item Name: COMPUTER, DIGITAL*****************************************  Std:
Cap Sens Code: X   Haz Mat Code: __   Haz Mat Ind: _    Precious Metals Code:
Adj Desc: ____________________________________________________        More:
Print Doc (Y/N): N                    GSA Rpt Date:    /    /
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                    CLEAR             EXIT
```

INPUT DATA

- Mfg’s Name
- Model No
- Serial No
- Warehoused Date (mandatory) input format = **MM/DD/YYYY**
- Warehouse Loc
- Adj
  - Received Qty
  - CC
  - New Unit Cost

— Item Name

— Cap Sens Code

— New Unit Cost

— Haz Mat Code

— Haz Mat Ind

— Precious Metals Code

— Adj Desc

— More input value = **Y** or **blank**

- Print Doc input value = **Y** or **N**
- Next Prop Case No
- Next Item Id
- Retain
- Press **<Enter>**. Depending on entered data, NPDMS displays the pop-up window (ND4110MH) for Adjustment Data, the pop-up window (ND5100MB) for generation of reports, or the SCREENING TIMEFRAMES (ND5102MB) screen.

If **Y** is entered at the More field, the system displays a pop-up window (ND4110MH) and allows the user to enter additional Description of Adjustments data.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND5102MA / ND5102PA            RECEIPT TRANSACTION - T02              16:54:52
                                       REC                              MSXXX

 Prop Case No: 804101 1060C171         Item ID: 02            Current Qty: 25
 Local Ref No:                                Turn-In Doc No:
 Item Name/Desc: COMPUTER, DIGITAL              /
 ECN:                                  Cust Acct No: 33001    CC: A4
 Current Acq Cost: 2500.00             Unit Of Measure: EA
 Component System - Name: COMPONENT                           FSC Code: 1010
 ========================== TRANSACTION INFORMATION ==========================
 Mfg's Name: GATEW     ND4110MH

                 Adjustments have been made.
                  Description of Adjustments is required.

                  ****************************************
                _________________________________________

                           Enter 'C' to Cancel: _
Navigation: ____________________________________________________________
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
       HELP  LOPF  PREV  RVW   CNCL                    CLEAR             EXIT
```

INPUT DATA

- Adjustment Description Data
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS displays the SCREENING TIMEFRAMES (ND5102MB) screen, or if a **Y** is entered at the Print Doc field, the system displays a pop-up window (ND5100MB) and allows the user to select generation of reports. If **C** is entered to Cancel, NPDMS displays the RECEIPT TRANSACTION (ND5102MA) screen.

Appropriate data fields are populated and displayed by the system.

```
5036 QUANTITY MUST BE BETWEEN 1 - 99999
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
  ND5102MA / ND5102PA            RECEIPT TRANSACTION - T02              16:49:03
                                        REC                             MSXXX

 Prop Case No: 804101 1060C171         Item ID: 02            Current Qty: 25
 Local Ref No:                                Turn-In Doc No:
 Item Name/Desc: COMPUTER, DIGITAL              /
 ECN:   +-------------------------------------------------------------+
 Curren !                                                              !
 Compon !  ND5100MB                                                    ! 0
 ====== !              Mark the document(s) you wish printed           ! ====
 Mfg's  !                                                              !
 Model  !           _  Print NASA 811 ('Y')                            !
 Wareho !           _  Print NASA 812 ('Y')                            !
 Adj -  !           _  Print SF-120 Correction ('C')                   !
 Item N !           _  Print SF-120 Withdrawal ('W')                   ! td:
 Cap Se !           _  Print DD-1348-1A ('Y')                          ! de:
 Adj De !           _  Print Foreign Disposal Approval Form ('Y')      ! re:
 Print  !                                                              !
 Next P !             Enter 'C' to Cancel: _                           ! N):
 Naviga +-------------------------------------------------------------+
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
       HELP  LOPF  PREV  RVW   CNCL                    CLEAR            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 contains a value of **Y**, NPDMS displays the following pop-up window (NDXSRVMA) Disposal Reason/Survey Comments screen. If **C** is entered to Cancel, NPDMS displays the RECEIPT TRANSACTION (ND5102MA) screen.

```
+-------------------------------------------------------------------------------
 !
 ! 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 the Print SF-120 Correction field contains a value of **C**, or the Print SF-120 Withdrawal field contains a value of **W**, NPDMS displays the pop-up window (ND5100MD) Withdrawal/Correction Narrative screen. If **C** is entered to Cancel, NPDMS displays the RECEIPT TRANSACTION (ND5102MA).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND5102MA / ND5102PA            RECEIPT TRANSACTION - T02               16:58:05
                                       REC                              MSXXX

Prop Case No: 804101 1060C171         Item ID: 03            Current Qty: 25
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL              /
ECN:                                  Cust Acct No: 33001    CC: A4
Current Acq Cost: 2500.00             Unit Of Measure: EA
Component System - Name: COMPONENT                           FSC Code: 1010
=======       ND5100MD
                       GSA Withdrawal Approval Date:  **  **  ****

                 Withdrawal/Correction Narrative:
       ____________________________________________________________
       ____________________________________________________________
       ____________________________________________________________
       ____________________________________________________________

                   Enter 'C' to Cancel:

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV  RVW   CNCL                    CLEAR             EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative

- Enter ’C’ to Cancel input value = **C** or **blank**

- Press **<Enter>**. NPDMS displays the SCREENING TIMEFRAMES (ND5102MB) screen. If you enter **C** to Cancel, NPDMS displays the RECEIPT TRANSACTION (ND5102MA).

- NPDMS then returns to the RECEIPT TRANSACTION (ND5102MA) screen and displays the message *‘N Entry Reference Number Assigned is: N10’.* The user may enter the Next Case No and optionally the Next Case No. The case record is updated with the receipt data and the following transactions are generated: A02 (Adjustment) with a T02 (Receipt), X60 to identify NEMS Equipment data and NP/NEMS Interface ERN.

4.9.4.2 Non-Controlled Receipt

This process allows the user to record the Receipt of personal Non-Controlled property data. Materials inventory property that was electronically added to NPDMS from NSMS using the NPDMS/NSMS Interface File is updated at the time it is received at a NASA storage facility. The physical count of the quantity received is reported back to NSMS via a Matched/Overage/Underage Report. NPDMS flags the record to indicate if the quantity received by NPDMS was over, under, or matched the quantity originally reported by NSMS. If the NASA storage facility did not receive the property (i.e., a zero quantity), then the record will be deleted from NPDMS active file and moved to the appropriate history files.. The zero quantity for the deleted property case will be reported to NSMS on the Underage Report. For more detailed processing information see Section 5.3 NSMS Interface.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type **4** at Enter Selection and enter the Prop Case No and optionally the Item Id.

- Press **<Enter>**.

Component System records are processed one item at time.

NPDMS displays the Case record data on the RECEIPT TRANSACTION screen (ND5102MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND5102MA / ND5102PA            RECEIPT TRANSACTION - T02               17:03:06
                                       REC                              MSXXX

Prop Case No: 804101 1060C171         Item ID: 03            Current Qty: 25
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL              /
ECN:                                  Cust Acct No: 33001    CC: A4
Current Acq Cost: 2500.00             Unit Of Measure: EA
Component System - Name: COMPONENT                           FSC Code: 1010
========================== TRANSACTION INFORMATION ==========================
Mfg's Name: GATEWAY 2000_________________
Model No: 1223_________________       Serial No: BATC_________________
Warehoused Date: **  **  ****         Warehouse Loc: ************
Adj -  Received Qty: 0****   CC: __   New Unit Cost: _______________
Item Name: COMPUTER, DIGITAL****************************************  Std:
Cap Sens Code: X   Haz Mat Code: __   Haz Mat Ind: _    Precious Metals Code:
Adj Desc: ____________________________________________________       More:
Print Doc (Y/N): N                    GSA Rpt Date:    /    /
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                    CLEAR             EXIT
```

INPUT DATA

- Mfg’s Name
- Model No
- Serial No
- Warehoused Date (mandatory) input format = **MM/DD/YYYY**
- Warehouse Loc
- Adj
  - Received Qty
  - CC
  - New Unit Cost
  - Item Name
  - Cap Sens Code

— New Unit Cost

— Haz Mat Code

— Haz Mat Ind

— Precious Metals Code

— Adj Desc

- Print Doc input value = **Y** or **N**
- Next Prop Case No
- Next Item Id
- Retain
- Press **<Enter>**. If the record may be processed as NEMS Equipment, NPDMS displays the pop-up window (ND4110MF), which prompts the user for a response. Depending on entered data, NPDMS displays the pop-up window (ND4110MH) for Adjustment Data, the pop-up window (ND5100MB) for generation of reports, or the SCREENING TIMEFRAMES (ND5102MB) screen.

Appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND5102MA / ND5102PA            RECEIPT TRANSACTION - T02               17:03:07
                                       REC                              MSXXX

Prop Case No: 804101 1060C171         Item ID: 03            Current Qty: 25
Local Ref No:                                Turn-In Doc No:
Ite           ND4110MF

              A record has been found on the NEMS Equipment File with
              the same Model Number and Serial Number.

              ECN:         Item Name:

Do you wish to process this case as a Controlled Property? (Y/N):

NOTE:  Some of the data may be changed.m Name/Desc: COMPUTER, DIGITAL         /
  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                    CLEAR             EXIT
```

INPUT DATA

- Do you wish to process this case as a Controlled Property — input value = **Y** or **N**

- Press **<Enter>**. If Y is entered to process as controlled property, the case record is updated with the controlled property information. NPDMS generates the following transactions: an A02 Adjustment Transaction if adjustment data is entered, a T02 Receipt Transaction, and a X90 Transaction to identify NEMS Equipment data. NPDMS then displays the message *'Record Successfully Changed'* and remains on the Receipt screen for entry of the next record. If the user enters **C** to cancel, NPDMS displays the RECEIPT TRANSACTION (ND5102MA) screen.

If Y' is entered in the More field, the system displays a pop-up window (ND4110MH) and allows the user to enter Description of Adjustments data.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
  ND5102MA / ND5102PA            RECEIPT TRANSACTION - T02               17:19:11
                                        REC                              MSXXX

 Prop Case No: 804101 1060C171         Item ID: 02            Current Qty: 25
 Local Ref No:                                Turn-In Doc No:
 Item Name/Desc: COMPUTER, DIGITAL              /
 ECN:                                  Cust Acct No: 33001    CC: A4
 Current Acq Cost: 2500.00             Unit Of Measure: EA
 Component System - Name: COMPONENT                           FSC Code: 1010
 ========================== TRANSACTION INFORMATION ==========================
 Mfg's Name: GATEWA    ND4110MH

                Adjustments have been made.
                 Description of Adjustments is required.

               ****************************************
               ________________________________________

                  Enter 'C' to Cancel: _
Navigation: ____________________________________________________________
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
       HELP  LOPF  PREV  RVW   CNCL                    CLEAR             EXIT
```

INPUT DATA

- Adjustment Description Data
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS displays the SCREENING TIMEFRAMES (ND5102MB) screen, or if a **Y** is entered at the Print Doc field, the system displays a pop-up window (ND5100MB) and allows the user to select generation of reports. If you enter **C** to Cancel, NPDMS displays the RECEIPT TRANSACTION (ND5102MA) screen.

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND5102MA / ND5102PA            RECEIPT TRANSACTION - T02              17:08:41
                                       REC                             MSXXX

Prop Case No: 804101 1060C171         Item ID: 02            Current Qty: 25
Local Ref No:                                Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL              /
ECN:   +-------------------------------------------------------------+
Curren !                                                              !
Compon !  ND5100MB                                                    ! 0
====== !              Mark the document(s) you wish printed            ! ====
Mfg's  !                                                              !
Model  !           _  Print NASA 811 ('Y')                            !
Wareho !           _  Print NASA 812 ('Y')                            !
Adj -  !           _  Print SF-120 Correction ('C')                   !
Item N !           _  Print SF-120 Withdrawal ('W')                   ! td:
Cap Se !           _  Print DD-1348-1A ('Y')                          ! de:
Adj De !           _  Print Foreign Disposal Approval Form ('Y')      ! re:
Print  !                                                              !
Next P !             Enter 'C' to Cancel: _                           ! N):
Naviga +-------------------------------------------------------------+
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV  RVW   CNCL                    CLEAR            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 contains a value of **Y**, NPDMS displays the following pop-up window (NDXSRVMA) Disposal Reason/Survey Comments screen. If **C** is entered to Cancel, NPDMS displays the RECEIPT TRANSACTION (ND5102MA) screen.

```
+-------------------------------------------------------------------------------
 !
 ! 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 the Print SF-120 Correction field contains a value of **C**, or the Print SF-120 Withdrawal field contains a value of **W**, NPDMS displays the pop-up window (ND5100MD) Withdrawal/Correction Narrative screen. If **C** is entered to Cancel, NPDMS displays the RECEIPT TRANSACTION (ND5102MA).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
  ND5102MA / ND5102PA            RECEIPT TRANSACTION - T02              17:14:05
                                        REC                             MSXXX

 Prop Case No: 804101 1060C171         Item ID: 02            Current Qty: 25
 Local Ref No:                                Turn-In Doc No:
 Item Name/Desc: COMPUTER, DIGITAL              /
 ECN:                                  Cust Acct No: 33001    CC: A4
 Current Acq Cost: 2500.00             Unit Of Measure: EA
 Compone       ND5100MD
                       GSA Withdrawal Approval Date:  **  **  ****

               Withdrawal/Correction Narrative:
        ____________________________________________________________
        ____________________________________________________________
          ___________________________________________________________
         ____________________________________________________________

                      Enter 'C' to Cancel: _
Navigation: ____________________________________________________
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
       HELP  LOPF  PREV  RVW   CNCL                    CLEAR             EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS displays the SCREENING TIMEFRAMES (ND5102MB) screen. If you enter **C** to Cancel, NPDMS displays the RECEIPT TRANSACTION (ND5102MA).
- NPDMS then returns to the RECEIPT TRANSACTION (ND5102MA) screen and displays the message *‘N Entry Reference Number Assigned is: N10’.* The user may enter the Next Case No and optionally the Next Case No. The case record is updated with the receipt data and the following transactions are generated: an A02 (Adjustment) if adjustment data is entered and a T02 Receipt.

4.9.5 Transaction Processing For Sales

The Transaction subsystem provides the capability to record Sales of NASA Property on the NPDMS Data Base using the following process:

1. The cases are assigned to a lot;

2. The bidders' information is stored in the data base for Sealed Bids; and

3. An award is made and recorded.

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.
- Press **<Enter>**.

The Transaction menu (ND5000MA) screen is displayed.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5000MA / ND5000PA                  TRANSACTION MENU                   17:26:15
                                        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 = **5**
- Press **<Enter>**.
- The SALES PROCESS MENU (ND4900MA) is displayed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4900MA / ND4900PA                SALES PROCESS MENU                  17:27:06
                                       SA                              MSXXX

                    1  Add - Sale
                    2  Change - Sale
                    3  Enter Sealed Bids (Local Sale Only)
                    4  Change Sealed Bids (Local Sale Only)
                    5  Add - Awardee
                    6  Change - Awardee (Sealed Bid Local Sale)
                    7  Close Lot (Sealed Bid Local Sale)
                    8  Single Case Sale
                    9  Cancel/Reschedule - Sale
                   10  Reversal - Sale

         Enter Selection:  __  Select Selling Agent:  LOCAL  _   GSA  _

  Contract Prop Removal Date:  __  __  ____    Payment Due Date:  __  __  ____
            Sale No of Prop:  _______________    Lot No of Prop:  ____
               Prop Case No:  804101  ________         Item Id:  __
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Enter Selection — input value = **1 - 10**
- Select Selling Agent
- Local — input value = **Y** or **blank**
- GSA — input value = **Y** or **blank**
- Contract Prop Removal Date — input format = **MM/DD/YYYY**
- Payment Due Date — input format = **MM/DD/YYYY**
- Sale No of Prop (optional)
- Lot No of Prop (optional)

- Prop Case No (optional)
- Item Id (optional)

NOTE: The above fields that are listed as optional may be mandatory depending on the selection and the selling agent. Mandatory and optional field details are stated in the specific sales processes that follow this section.

4.9.5.1 Add A New Sale

This process allows the user to create a new lot or add cases to an existing lot for a specific Sale Number of Property being sold by GSA or NASA.

NOTE: Disposition of property transferred to GSA for further disposal processing (T12 transaction), not sale, is recorded in NPDMS.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: There is a direct relationship between the number of records involved in the processing and the time it takes to complete the process, i.e., the more records the longer time it takes to complete the processing.

The process is broken down into three steps: (1) the Case Numbers and Item Ids are entered and verified; (2) the Sale Quantities are entered and verified; and (3) the upset price is entered.

- From the SALES PROCESS MENU (ND4900MA), type **1** at Enter Selection; **X** at Local or **X** at GSA; Contract Prop Removal Date; Payment Due Date; if GSA Sale, type the Sale No of Prop and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the ADD SALE PROCESS screen (ND4910MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:28:41
                                       SA                               MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): _____________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
             Qty   Qty                   Qty   Qty                  Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                 Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Sale Date — input format = **MM/DD/YYYY**
- Approved by
  - — (Sale Contracting Officer)
  - — Case #
  - — Id (only for Component Systems)
- Sale Method — input values = **1**, **2**, **3**, **4** or **5**
- Press **<Enter>**.

- The system verifies the Case Numbers and Item Ids that are entered, and re-displays the ADD SALE PROCESS screen (ND4910MA) with the message *'Sale Quantity May Be Adjusted for Each Case Number Added'*.

Appropriate data fields are populated and displayed by the system. The ADD SALE PROCESS screen (ND4910MA) displays the available quantity and sale quantity for each Case Number entered, and calculates and displays the Total Acq Cost. The user may change the displayed sale quantity.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                   17:28:48
                                       SA                              MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
               Qty   Qty                   Qty   Qty                   Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Sale Qty
- 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.
- The system calculates the Total Acq Cost and re-displays the ADD SALE PROCESS screen (ND4910MA) with the cursor at the Add More Cases field. If a Local Sale is being added, the system generates a new sale number and lot number.
- Add More Cases input value = **Y** or **N**
- Press **<Enter>**.
- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA) as described above.

- If the user enters an **N** in the Add More Cases field, the system displays the ADD SALE PROCESS screen (ND4910MA) with the message *'Enter Optional Upset Price'.*

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:28:45
                                       SA                               MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
             Qty   Qty                   Qty   Qty                  Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Upset Price
- Add More Cases input value = **Y** or **N**
- Press **<Enter>**.

The system creates the appropriate freeze transactions for each Case Number added. The case file record for each Case Number is updated indicating that a freeze exists.

If the user enters a Y in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA), as described above.

If the user enters a N in the Add More Cases field, the system displays a pop-up window (ND4910MB) and allows the user to add another lot to the current sale.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:38:25
                                       SA                               MSXXX

Sale No of Prop: 80410120010018  Lot No of Prop: 0001   Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ____________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
          +-------------------------------------------------------+ ty   Qty
 1060C171 !                                                       !      ____
 ________ !  ND4910MB                                             !      ____
 ________ !                                                       !      ____
 ________ !  Do you wish to enter more lots for this sale (Y/N):  _ !      ____
 ________ !           For GSA Sale, Enter Next Lot No: ____       !      ____
 ________ +-------------------------------------------------------+      ____
 ________ __       _____     ________ __       _____    ________ __       ____

Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 50000.00       Upset Price: 30.00________  Add More Cases: N

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Enter More Lots for this sale input value = **Y** or **N**
- For GSA Sale, Enter Next Lot No
- Press **<Enter>**.

- If **Y** is entered at the (Y/N) field, the ADD SALE PROCESS (ND4910MA) screen is displayed, retaining the Sale No of Prop, Sale Date, Approved by (Sale Contracting Officer), and Sale Method. This allows the user to enter Case Numbers for a new Lot, following the three-step procedure as outlined above.
- If **N** is entered at the (Y/N) field, the user is returned to the SALES PROCESS MENU (ND4900MA). The message, '*Sale Added Successfully',* is displayed if any are added.
- Add A New Lot To An Existing Sale
- This process allows the user to Add a New Lot to an Existing Local or GSA Sale. If new lots are added after the sale date, the system displays a warning message.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

- **NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: There is a direct relationship between the number of records involved in the processing and the time it takes to complete the process, i.e., the more records the longer time it takes to complete the processing.

- From the SALES PROCESS MENU (ND4900MA), type **1** at Enter Selection; **X** at Local or **X** at GSA; Sale No of Prop; and if GSA Sale, Lot No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data on the ADD SALE PROCESS screen (ND4910MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:40:29
                                        SA                              MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ________________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
              Qty   Qty                   Qty   Qty                  Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Case #

- Id (only for Component Systems)

- Press **<Enter>**.

- The system verifies the Case Numbers and Item Ids that are entered, and re-displays the ADD SALE PROCESS screen (ND4910MA) with the message '*Sale Quantity May Be Adjusted for Each Case Number Added And The Total Acq Cost'.*

- Appropriate data fields are populated and displayed by the system. The ADD SALE PROCESS screen (ND4910MA) displays the available quantity and sale quantity for each Case Number entered. The user may change the displayed sale quantity.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:40:25
                                        SA                              MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
             Qty   Qty                   Qty   Qty                  Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Sale Qty

- 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.

- The system calculates the Total Acq Cost and re-displays the ADD SALE PROCESS screen (ND4910MA) with the cursor at the Add More Cases field. If a New Lot is being added to an Existing Local Sale, the system generates the next sequential lot number.

- Add More Cases input value = **Y** or **N**

- Press **<Enter>**.

- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA) as described above.

- If the user enters a **N** in the Add More Cases field, the system displays the ADD SALE PROCESS screen (ND4910MA) with the message *'Enter Optional Upset Price'.*

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:40:28
                                       SA                               MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ____________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
               Qty   Qty                   Qty   Qty                   Qty   Qty
 ________ __       _____    ________ __       _____    ________ __       ____
 ________ __       _____    ________ __       _____    ________ __       ____
 ________ __       _____    ________ __       _____    ________ __       ____
 ________ __       _____    ________ __       _____    ________ __       ____
 ________ __       _____    ________ __       _____    ________ __       ____
 ________ __       _____    ________ __       _____    ________ __       ____
 ________ __       _____    ________ __       _____    ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Upset Price

- Add More Cases input value = **Y** or **N**

- Press **<Enter>**.

- The system creates the appropriate freeze transaction for each Case Number entered for the sale. The case file record for each Case Number is updated indicating that a freeze transaction exists.

- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA), as described above.

- If the user enters a **N** in the Add More Cases field, the system displays a pop-up window (ND4910MB) and allows the user to add another lot to the current sale.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:45:43
                                       SA                               MSXXX

Sale No of Prop: 80410120010019  Lot No of Prop: 0001   Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
          +-------------------------------------------------------+ ty   Qty
 5221S064 !                                                       !     ____
 ________ !  ND4910MB                                             !     ____
 ________ !                                                       !     ____
 ________ !  Do you wish to enter more lots for this sale (Y/N):  _ !     ____
 ________ !           For GSA Sale, Enter Next Lot No: ____       !     ____
 ________ +-------------------------------------------------------+     ____
 ________ __       _____     ________ __       _____    ________ __       ____

Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 696.00         Upset Price: 25.00________  Add More Cases: N

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- More Lots for this sale input value = **Y** or **N**

- For GSA Sale, Enter Next Lot No

- Press **<Enter>**.

- If **Y** is entered at the (Y/N) field, the ADD SALE PROCESS screen (ND4910MA) is displayed, retaining the Sale No of Prop, Sale Date, Approved by (Sale Contracting Officer), and Sale Method. This allows the user to enter Case Numbers for a new Lot, following the three-step procedure, as outlined above.

- If **N** is entered at the (Y/N) field, the user is returned to the SALES PROCESS MENU (ND4900MA). The system displays the *'Lots Successfully Added To Sale A14'* message.

4.9.5.1.1 Add Additional Cases To An Existing Sale

This process allows the user to Add Additional Case Numbers to an Existing Local or GSA Sale. If new cases are added after the sale date, the system displays a warning message.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: There is a direct relationship between the number of records involved in the processing and the time it takes to complete the process, i.e., the more records the longer time it takes to complete the processing.

- From the SALES PROCESS MENU (ND4900MA), type 1 at Enter Selection, X at Local or X at GSA; Sale No of Prop; and, Lot No of Prop.
- Press <Enter>. NPDMS displays the appropriate data on the ADD SALE PROCESS (ND4910MA) screen, and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:48:15
                                       SA                               MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
              Qty   Qty                   Qty   Qty                  Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Case #
- Id (only for Component Systems)
- Press **<Enter>**.
- The system verifies the Case Numbers and Item Ids that are entered, and re-displays the ADD SALE PROCESS screen (ND4910MA) with the message '*Sale Quantity May Be Adjusted for Each Case Number Added'.*
- Appropriate data fields are populated and displayed by the system. The ADD SALE PROCESS screen (ND4910MA) displays the available quantity and sale quantity for each Case Number entered. The user may change the displayed sale quantity.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:48:14
                                        SA                              MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
              Qty   Qty                   Qty   Qty                  Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Sale Qty
- 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.

- The system calculates the Total Acq Cost and re-displays the ADD SALE PROCESS screen (ND4910MA) with the cursor at the Add More Cases field.

- Add More Cases input value = **Y** or **N**

- Press **<Enter>**.

- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA) as described above.

- If the user enters a **N** in the Add More Cases field, the system displays the ADD SALE PROCESS screen (ND4910MA) with the message *'Enter Optional Upset Price'.*

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:48:18
                                        SA                              MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
              Qty   Qty                   Qty   Qty                  Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Upset Price

- Add More Cases input value = **Y** or **N**

- Press **<Enter>**.

- The system creates the appropriate freeze transactions for each Case Number entered for the sale. The case file record for each Case Number is updated indicating that a freeze transaction exists.

- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the Add Sale Process screen, as described above.

- If the user enters a **N** in the Add More Cases field, the system displays a pop-up window (ND4910MB) and allows the user to add another lot to the current sale.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                     17:52:35
                                       SA                                MSXXX

Sale No of Prop: 80410120010020  Lot No of Prop: 0001   Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ___________________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
          +-------------------------------------------------------+ ty   Qty
 1060C171 !                                                       !     ____
 ________ !  ND4910MB                                             !     ____
 ________ !                                                       !     ____
 ________ !  Do you wish to enter more lots for this sale (Y/N):  _ !     ____
 ________ !           For GSA Sale, Enter Next Lot No: ____       !     ____
 ________ +-------------------------------------------------------+     ____
 ________ __       _____     ________ __       _____    ________ __       ____

Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 12500.00       Upset Price: 20.00________  Add More Cases: N

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Enter More Lots For This Sale input value = **Y** or **N**

- For GSA Sale, Enter Next Lot No

- Press **<Enter>**.

- If **Y** is entered at the (Y/N) field, the ADD SALE PROCESS screen (ND4910MA) is displayed, retaining the Sale No of Prop, Sale Date, Approved by (Sale Contracting Officer), and Sale Method. This allows

the user to enter Case Numbers for a new Lot, following the three-step procedure, as outlined above.

- If **N** is entered at the (Y/N) field, the user is returned to the SALES PROCESS MENU (ND4900MA). The system displays the *'Lots Successfully Added To Sale A14'* message.

4.9.5.2 Change Sale

This process allows the user to perform the following for a specific Sale Number of Property that is being sold by GSA or NASA:

- Change a Lot
- Remove Lot from Sale (due to Default or No Bids)
- Remove Case Numbers from Lot
- Change Case Number Quantities.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the 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.

4.9.5.2.1 Remove Lot from Sale

This process allows the user to perform the associated functions for generating a Remove Lot From Sale due to defaults, no bids, and/or withdrawals/deletes to an existing Local or GSA Sale.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the 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.

- From the SALES PROCESS MENU (ND4900MA), type **2** at Enter Selection; Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data (Lot Numbers for the specified Sale Number) on the CHANGE SALE PROCESS screen (ND4920MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MA / ND4920PA               CHANGE SALE PROCESS                   17:58:32
                                        SA                              MSXXX

Sale No of Prop: 80410120010021             Sale Date: __  __  ____
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
    _  0001      _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots:
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Sale Date — input format = **MM/DD/YYYY**
- Select the Lot(s) you wish to Change,
  - Withdraw, remove due to

— Defaults, or remove due to

— No Bids input values = **C**, **W**, **D**, or **N**

- Sale Method input values = **1**, **2**, **3**, **4** or **5**
- Contr Prop Remvl Date input format = **MM/DD/YYYY**
- Payment Due Date input format = **MM/DD/YYYY**
- More Lots input value = **Y** or **N**
- 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 **Y** is displayed in the More Lots field, the system scrolls forward, displaying additional lots.
- If **N** is displayed in the More Lots field and no change has been made, the system returns the user to the SALES PROCESS MENU (ND4900MA).
- If the Sale Date or Sale Method is changed, the system requires a Description of Adjustments to be entered. The following pop-up window (ND4970MB) is displayed:

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MA / ND4920PA              CHANGE SALE PROCESS                    17:58:33
                                       SA                               MSXXX

Sale No  +-------------------------------------------------------------+
Select ( !                                                              !
Select ( ! ND4970MB                                                     !
Select ( !                                                              !
Select ( !    Sale Adjustments have been made.                          !
    _  0 !    Description of Adjustments is required.                   !
    _    !                                                              !
    _    !  ************************************************************ !
    _    !  ____________________________________________________________ !
    _    !  ____________________________________________________________ !
    _    !  ____________________________________________________________ !
    _    !                                                              !
    _    !              Enter 'C' to Cancel:  _                         !
         +-------------------------------------------------------------+
Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots:
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Description of Adjustments is Required
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**.
- If a Description of Adjustments is entered for the modified Sale Date and/or Sale Method, or the Contr Prop Rmvl Date or Payment Due Date is modified, all freeze transaction records pertaining to the Sale are updated with the new information. If **C** to cancel is entered, then the system displays the (ND4920MA) CHANGE SALE PROCESS screen.
- For each Lot Number selected to be removed due to defaults, no bids, and/or withdrawals/deletes, the system requires confirmation before removing the lot from the Sale. The following pop-up window, (ND4920MC), is displayed.

```
PRESS 'ENTER' TO CONTINUE
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND4920MA / ND4920PA              CHANGE SALE PROCESS                   18:11:06
                                        SA                              MSXXX

 Sale No of Prop: 80410120010021            Sale Date: 03  02  2001
 Select (using 'C') the Lot(s) you wish to Change.
 Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
 Select (using 'D') the Lot(s) you wish to remove due to Defaults.
 Select (using 'N') the Lot(s) you wish to remove due to No Bids.
     w  0001      _            _            _            _
     _    +-----------------------------------------------+
     _    !                                               !
     _    !  ND4920MC                                     !
     _    !              Lot No of Prop:  0001            !
     _    !  Please enter 'Y' to Confirm Delete/Defaults/ !
     _    !           No Bids or 'C' to Cancel: _         !
     _    +-----------------------------------------------+

 Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
 Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots:
 Navigation: ____________________________________________________________
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
       HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Lot No of Prop
- Confirm Delete/Defaults/No Bids or ’C’ to Cancel — input value = **Y** or **C**
- Press **<Enter>**.
- If **Y** is entered, the system updates the freeze transaction records for every Case Number within the lot with the type of removal as indicated by the Select entry. The system also resets the freeze indicator on each Case Number’s case file record if no other freeze transactions exist.
- The user is returned to the CHANGE SALE PROCESS screen (ND4920MA), with the changed fields populated with the new information and the message *’Lots Successfully Changed’* is displayed.
- The removal process continues until the user enters **N** in the More Lots field on the CHANGE SALE PROCESS screen (ND4920MA).

4.9.5.2.2 Remove Case Numbers From Lot

This process allows the user to perform the associated functions for generating a Remove Case Numbers from Lot to an existing Local or GSA Sale.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the 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.

- From the SALES PROCESS MENU (ND4900MA), type **2** at Enter Selection and Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data (Lot Number for the specified Sale Number) on the CHANGE SALE PROCESS screen (ND4920MA), and places the cursor at the first input field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MA / ND4920PA              CHANGE SALE PROCESS                   18:12:16
                                       SA                              MSXXX

Sale No of Prop: 80410120010021            Sale Date: 03  02  2001
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
    _  0001      _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots:
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Sale Date — input format = **MM/DD/YYYY**
- Select the Lot(s) you wish to Change — input value = **C**
- Sale Method — input value = **1**, **2**, **3**, **4**, or **5**
- Contr Prop Remvl Date — input format = **MM/DD/YYYY**
- Payment Due Date — input format = **MM/DD/YYYY**
- More Lots — input value = **Y** or **N**
- 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 **Y** is entered at More Lots, the system scrolls forward displaying more lots, if available.
- For each Lot Number selected to be changed, the system displays a pop-up window (ND4920MF).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MA / ND4920PA              CHANGE SALE PROCESS                    18:06:44
                                       SA                               MSXXX

Sale No of Prop: 80410120010021            Sale Date: 03  02  2001
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
    c  000 +-------------------------------------------------------+
    _      !                                                       !
    _      !  ND4920MF                                             !
    _      !                  Prop Lot No:  0001                   !
    _      !                                                       !
    _      !  Do you wish to Delete Case(s) from the lot (Y/N): _ !
    _      +-------------------------------------------------------+
    _            _            _             _            _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots:
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Delete Cases from Lot — input value = **Y** or **N**
- Press **<Enter>**.
- If **N** is entered, the system advances to the CHANGE SALE PROCESS screen (ND4910MA) to change case quantities.
- If **Y** is entered, the system displays the CHANGE SALE PROCESS SCREEN 2 (ND4920MB) with appropriate data fields populated, as follows:

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MB / ND4920PB           CHANGE SALE PROCESS SCREEN 2              18:14:06
                                                                        MSXXX

Sale No of Prop: 80410120010021  Lot No of Prop: 0001   Sale Date: 03  02  200

Select (using 'D') the case(s) you wish to Delete from this lot.

 _   1060C171  02    _                   _                   _
 _                   _                   _                   _
 _                   _                   _                   _
 _                   _                   _                   _
 _                   _                   _                   _
 _                   _                   _                   _
 _                   _                   _                   _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 60000.00                           Upset Price: 30.00
Contract Prop Removal Date:                    Payment Due Date:
                                                                More Cases:
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Select the case(s) you wish to Delete from this Lot — input value = **D**
- More Cases — input value = **Y** or **N**
- Press **<Enter>**.

- If **Y** is entered at More Cases, the system displays additional Case Numbers associated with the Lot, if any exist.

- If **N** is entered at More Cases, the system returns the user to the SALES PROCESS MENU screen (ND4900MA).

- For each Case Number selected, the system requires the user to confirm its deletion. The system displays the following pop-up window (ND4920MD).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MB / ND4920PB           CHANGE SALE PROCESS SCREEN 2             18:14:02
                                                                       MSXXX

Sale No of Prop: 80410120010021  Lot No of Prop: 0001   Sale Date: 03  02  2001

Select (using 'D') the case(s) you wish to Delete from this lot.

 _   1060C171  02    _                   _                   _
 _                   _                   _                   _
 _                     ND4920MD
                                   Prop Case No:
                       Please enter 'Y' to Confirm Delete or
                                     'C' to Cancel: _


             _                   _                   _
 Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Please enter ’Y’ to Confirm Delete or ’C’ to Cancel — input value = **Y** or **C**

- Press **<Enter>**.

- If **Y** is entered, the system re-displays the CHANGE SALE PROCESS SCREEN 2 (ND4920MB) with the message *’Lot Successfully Changed’*. NPDMS thaws (updates) the frozen transaction record for the specific Case Number and resets the freeze indicator on each Case Number’s case file record if no other freeze transactions exist.

- If **C** is entered, the system processes the next Case Number selected.

- The process continues until the user enters **N** in the More Cases field.

- If **N** is entered at the More Lots field, the system returns the user to the CHANGE SALE PROCESS (ND4920MA) screen with the message *'Press 'Enter' To Continue.'* If the user presses **<Enter>**, the system displays the SALES PROCESS MENU (ND4900MA).

4.9.5.2.3 Change Case Number Quantities

This process allows the user to perform the associated functions for generating a Change Case Number Quantities to an existing Local or GSA Sale.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the 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.

- From the SALES PROCESS MENU (ND4900MA), type **2** at Enter Selection, Sale No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data (Lot Numbers for the specified Sale Number) on the CHANGE SALE PROCESS screen (ND4920MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MA / ND4920PA              CHANGE SALE PROCESS                    18:27:09
                                       SA                               MSXXX

Sale No of Prop: 80410120010021             Sale Date: 03  02  2001
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
    _  0001      _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots: N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Sale Date — input format = **MM/DD/YYYY**
- Select the Lot(s) you wish to Change — input value = **C**
- Sale Method — input value = **1**, **2**, **3**, **4**, or **5**
- Contr Prop Remvl Date — input format = **MM/DD/YYYY**
- Payment Due Date — input format = **MM/DD/YYYY**
- More Lots — input value = **Y** or **N**
- 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 **Y** is entered at More Lots, the system scrolls forward displaying more lots, if available.

- For each Lot Number selected to be changed, the system displays the following pop-up window (ND4920MF).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MA / ND4920PA              CHANGE SALE PROCESS                   18:29:24
                                       SA                              MSXXX

Sale No of Prop: 80410120010021            Sale Date: 03  03  2001
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
    c  000 +-----------------------------------------------------+
    _      !                                                     !
    _      !  ND4920MF                                           !
    _      !                  Prop Lot No:  0001                 !
    _      !                                                     !
    _      !  Do you wish to Delete Case(s) from the lot (Y/N): _ !
    _      +-----------------------------------------------------+
    _           _           _            _           _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots: N
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Delete Cases from Lot input value = **Y** or **N**
- Press **<Enter>**.
- If **Y** is entered, the system displays the CHANGE SALE PROCESS SCREEN 2 (ND4920MB). Refer to Section 4.8.5.2.2 for details of this process.
- If **N** is entered, the system displays the CHANGE SALE PROCESS (ND4910MA) screen.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4920PC              CHANGE SALE PROCESS                    18:35:28
                                                                        MSXXX

Sale No of Prop: 80410120010021  Lot No of Prop: 0001   Sale Date: 03  03  2001
Approved by (Sale Contracting Officer): ________________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sale
              Qty   Qty                  Qty   Qty                  Qty   Qty
 1060C171 02 25    24___     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____

Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 60000.00       Upset Price: 30.00________       More Cases: N

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR             EXIT
```

INPUT DATA

- Sale Qty
- Upset Price
- Press **<Enter>**.
- For each Case Number quantity changed, the system updates the applicable frozen transaction record with the modified quantity. NPDMS re-displays the CHANGE SALE PROCESS (ND4110MA) screen with the message *'Lot Successfully Changed'*.
- If the user enters a **Y** in the More Cases field, the system scrolls forward, displaying additional Case Numbers, if they exist.
- If the user enters a **N** in the More Cases field, the system re-displays the CHANGE SALE PROCESS (ND4910MA) screen to allow the entry of the Upset Price.
- If the user enters a **N** in the More Cases field, the user is returned to the CHANGE SALE PROCESS (ND4920MA) screen where the system continues the Change Case Number Quantities until all selected Lots have been processed. Once all Lots are processed and the More Cases field is **N**, the system re-displays the CHANGE SALE PROCESS (ND4920MA) with the message *'Press 'Enter' to Continue'*.

- NPDMS then displays the SALE PROCESS MENU (ND4900MA) screen.

4.9.5.3 Sales Award Process (GSA Lot Sale Or NASA Other Sale)

This process records the award of a specific Property Lot offered for sale to an individual, organization, or company.

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 SALES PROCESS MENU (ND4900MA), type **5** at Enter Selection, Sale No of Prop and Lot No of Prop. If the Upset Price and Contract Property Removal Date are not entered before the award, the system displays error messages. To enter the Upset Price, use the Change Sale Process. The Contract Property Removal Date may be entered on the SALES PROCESS MENU (ND4900MA) at the time of an Add or Change.

- Press **<Enter>**. NPDMS displays the appropriate data on the SALES AWARD PROCESS screen (ND4930MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4930MA / ND4930PA                 SALE AWARD PROCESS                  08:10:33
                                       SA                               MSXXX

Sale No of Prop: 1900TEST1       Lot No of Prop: 0001   Sale Date: 03  01  2001
Approved by (Sale Contracting Officer): ________________________________
Date Bid Awarded: **  **  ****
Bidder No: __________  Last Name: ______________________ First: ________   MI: _
Company Name: GSA SALE_____________________________
     Address: ****************************
              ______________________________
        City: ********************     State: **   Zip: ***** ____
       Phone: ( ___ ) ___ - ____
Contract Prop Removal Date: 03 / 01 / 01         Payment Due Date: 03 / 01 / 01
Sale Amount: *************               Actual Prop Payment Date: __  __  ____
Actual Prop Removal Date: __  __  ____
Sale Contract No: ______________

                                             More Lots (Y/N): _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Sale Date — input format = **MM/DD/YYYY**
- Approved By (Sale Contracting Officer)
- Date Bid Awarded — input format = **MM/DD/YYYY**
- Bidder No — mandatory only for NASA Local Sale
- Name Last Jr., — input value = last name and Sr., etc.
- First
- MI
- Company Name
- Address

- City
- State
- Zip
- Phone
- Sale Amount
- Actual Prop Payment Date input format = **MM/DD/YYYY**
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Sale Contract No
- More Lots input value = **Y** or **N**
- Press **<Enter>**.
- The system verifies all user entered/changed 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 a **Y** is entered at the More Lots field, the system displays a pop-up window (ND4930MB) and allows the user to enter Additional Lots and associated award information to the same Awardee.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4930MA / ND4930PA                 SALE AWARD PROCESS                  08:13:08
                                       SA                               MSXXX

Sale No of Prop: 1900TEST1       Lot No of Prop: 0001   Sale Date: 03  01  2001
Approved by (Sale Contracting Officer): XXXXXXX_________________________
Date Bid Awarded: 03  01  2001
Bidder No: 123_______  Last Name: XXXXX_________________ First: XXXXX___   MI: X
Company Name: GSA SALE_________________________________
     Add

             ND4930MB
       P    Lot No   Sale Amount    Actual Payment Date   Actual Removal Date
Contract    ------  -------------   -------------------   -------------------
Sale Amo     ____   _____________      __  __  ____          __  __  ____
Actual P     ____   _____________      __  __  ____          __  __  ____
Sale Con     ____   _____________      __  __  ____          __  __  ____
             ____   _____________      __  __  ____          __  __  ____
             ____   _____________      __  __  ____          __  __  ____
             ____   _____________      __  __  ____          __  __  ____
Navigati     ____   _____________      __  __  ____          __  __  ____
Enter-PF                          Please Enter 'C' to Cancel: _
      HE
```

INPUT DATA

- Lot No
- Sale Amount
- Actual Payment Date — input format = **MM/DD/YYYY**
- Actual Removal Date — input format = **MM/DD/YYYY**
- Enter ’C’ to Cancel — input value = **C** or **blank**
- Press **<Enter>**.
- If a **Y** is displayed at the More field, the system re-displays the same pop-up window (ND4930MB) and the user may enter Additional Lots and associated award information to the same Awardee.
- If an **N** is displayed in the More field, NPDMS then returns to the SALE AWARD PROCESS screen (ND4930MA) and displays the message *’N3 Lots Successfully Awarded (With N Case(s))’.*
- If an **N** is entered in the More field on the SALE AWARD PROCESS (ND4930MA) screen, NPDMS then returns to the SALES PROCESS MENU screen (ND4900MA).

- NPDMS Case and Transaction Files are updated when the Actual Prop Removal Date is entered. A X00 Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. A T14 or T15 Transaction is generated. When the Actual Prop Removal Date is not entered, the NPDMS Freeze (F00) Transaction record is updated with the awardee information.

4.9.5.4 Sealed Bids (Local Sale Only)

This process allows the user to perform the associated functions by either NASA or its Agents for Sealed Bids. Use Sections 4.8.5.1 to add a new Sale, add a new Lot to an existing Sale, or add additional Cases to an existing Sale; use 4.8.5.2 to change a Sale, remove a Lot from a Sale, remove Case Numbers from a Lot, or change Case Number quantities.

4.9.5.4.1 Enter Sealed Bids (Local Sale Only)

This process allows the entry of Sealed Bids submitted by an individual, organization, or company, against Property Lots within a specific Sale Number of Property. These are Property Lots offered during a Local Sale, where the Property Sale Method identifier is ’1’ (Sealed Bids).

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 SALES PROCESS MENU (ND4900MA), type **3** at Enter Selection and Sale No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data (Lot Number for the specified Sale Number) on the ENTER SEALED BIDS PROCESS (ND4940MA) (Local Sale Only) screen, and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4940MA / ND4940PA    ENTER SEALED BIDS PROCESS (Local Sale Only)     08:25:42
                                   SA                                  MSXXX
Sale No of Prop: 80410120010023     Sale Date: 03  01  2001

Bidder No: **********  Name Last: ____________________ First: ________ MI: _
Company Name: ______________________________________
     Address: ******************************
              ______________________________
        City: ********************    State: **    Zip: ***** ____
       Phone: ( ___ ) ___ - ____

Enter Bid Amounts for following the Lot(s) for this Bidder:
 0001  ______________   0002  ______________         ______________
       ______________         ______________         ______________
       ______________         ______________         ______________
       ______________         ______________         ______________
       ______________         ______________         ______________
       ______________         ______________         ______________  More Lots: N

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR             EXIT
```

INPUT DATA

- Bidder No
- Name Last — input value = last name is and Sr., Jr., etc., mandatory if Company Name not entered
- First
- MI
- Company Name — input value = company name is mandatory if Last Name not entered
- Address
- City
- State
- Zip

- Phone
- Lot No of Prop (displayed by the system)
- Bid Amounts

NOTE: The user enters bid amounts for only those lots for which the bidder has placed a bid.

- More Lots (displayed by the system) value = **Y** or **N**
- 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.
- Upon verification of data entered, the system stores the bidder information for each lot for which a bid amount is entered.
- If **Y** is displayed by the system in the More Lots field and the user presses Enter, the system scrolls forward displaying additional Lots for the Sale. The user can then enter Bid Amounts.
- If **N** is displayed by the system in the More Lots field and the user presses Enter, the system re-displays the (ND4940MA) Enter Sealed Bids Process (Local Sale Only) screen with the message: *'Sealed Bids for N Lot(s) Added for Bidder A10'.* The user presses **<Enter>** again to get out of this process.

4.9.5.4.2 Remove Bidder From Lot

This process allows the user to Remove the Bidder from the Lot due to a data entry error or the Bidder withdraws an entered bid.

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 SALES PROCESS MENU (ND4900MA), type **4** at Enter Selection, Sale No of Prop and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CHANGE SEALED BIDS PROCESS (ND4940MB) (Local Sale Only) screen, and places the cursor at the first input field.

```
                  NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM            03/01/01
ND4940MB /ND4940PA    CHANGE SEALED BIDS PROCESS (Local Sale Only)    08:35:33
                                                                      MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date:    /    /
Select (using 'C') the Bidder(s) you wish to Change.
Select (using 'D') the Bidder(s) you wish to Delete.
Select (using 'W') the Bidder(s) you wish to Withdraw from the Bid.
     Bidder No          Bidder Name                Bid Amount
     ----------  -------------------------------  -------------

 _
 _
 _
 _
 _
 _
 _
 _
 _                                                          More Bidders:
Navigation: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

INPUT DATA

- Select the bidder(s) you wish to change input value = **D** or **W**
- More Bidders (displayed by the system) input value = **Y** or **N**

- 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 More Bidders equals **Y**, the system scrolls forward, displaying additional Bidder Nos.

- If More Bidders equals **N**, the system displays the pop-up window (ND4940MD) to confirm the removal of the bidder from the lot.

```
              NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                  03/01/01
ND4940MB /ND4940PB    CHANGE SEALED BIDS PROCESS (Local Sale Only)     08:36:27
                                                                       MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date:    /    /
Select (using 'C') the Bidder(s) you wish to Change.
Select (using 'D') the Bidder(s) you wish to Delete.
Select (using 'W') the Bidder(s) you wish to Withdraw from the Bid.
     Bidder No          Bidder Name                Bid Amount
     ----------  ------------------------------  -------------

 _
 _                   ND4940MD
                                   Bidder No:
 _            Please enter 'Y' to Confirm Delete/Withdrawal or
                                 'C' to Cancel: _
 _
 _
 _
 _
 _
 _
 _
 _                                                        More Bidders:
Navigation: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

INPUT DATA

- Confirm Delete/Withdrawal or Cancel input values = **Y** or **C**

- Press **<Enter>**.

- If **C** is entered, the system re-displays the CHANGE SEALED BIDS PROCESS (ND4940MB) (Local Sale Only) screen.

- If **Y** is entered, the CHANGE SEALED BIDS PROCESS (ND4940MB) screen displays with the message *'Change Sealed Bids Process Ended Successfully'*. The system updates the bidder record for the lot with the appropriate delete/withdrawal code. To exit to the SALES PROCESS MENU (ND4900MA) press PF17 Key.

4.9.5.4.3 Change Bidder Information

This process allows the user to update Bidder Information for Sealed Bids Sales.

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 SALES PROCESS MENU (ND4900MA), type **4** at Enter Selection, Sale No of Prop, and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CHANGE SEALED BIDS PROCESS (ND4940MB) (Local Sale Only) screen, and places the cursor at the first input field.

```
                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM            03/01/01
ND4940MB / ND4940PA    CHANGE SEALED BIDS PROCESS (Local Sale Only)  08:38:23
                                                                     MSXXX

Sale No of Prop:                Lot No of Prop:        Sale Date:    /    /
Select (using 'C') the Bidder(s) you wish to Change.
Select (using 'D') the Bidder(s) you wish to Delete.
Select (using 'W') the Bidder(s) you wish to Withdraw from the Bid.
     Bidder No          Bidder Name                Bid Amount
     ----------  -------------------------------  -------------
 _
 _
 _
 _
 _
 _
 _
 _
 _
 _                                                          More Bidders:
Navigation: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

INPUT DATA

- Select the Bidder(s) you wish to Change input value = **C**
- More Bidders (displayed by the system) value = **Y** or **N**
- 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 More Bidders equals **Y**, the system scrolls forward, displaying additional Bidder Nos.
- If More Bidders equals **N**, the system displays the CHANGE SEALED BIDS PROCESS - 2 (ND4940MC).

```
                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM              03/01/01
ND4940MC /ND4940PC   CHANGED SEALED BIDS PROCESS (Local Sale Only)     08:38:25
                                                                        MSXXX

Sale No of Prop:              Lot No of Prop:      Sale Date:03/01/2001

   Bidder No: NASA
                 Last Name: XXXXX           First: XXXXX           MI:X
Company Name:
     Address: Redstone  Arsenal

        City: Huntsville      State: Al              Zip:35812
       Phone: (XXX)XXX-5555


Bid Amount:                   Bid Modification Amount
Modification Amount Explanation


Navigation:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Mset  Exit  Test  Edit  --    -     +     Split <     >     Let
```

INPUT DATA

- Name Last input value = last name and Sr., Jr., etc.
- First

- MI
- Company Name
- Address
- City
- State
- Zip Code
- Phone
- Bid Amount

NOTE: If the bid amount field is displayed with data, then this field is protected. any change to the bid amount must be entered at the bid modification amount field with an explanation for the change.

- Bid Modification Amount
- Modification Amount Explanation
- Press **<Enter>**.
- The system displays the CHANGED SEALED BIDS PROCESS - 2 (ND4940MC) with the message *'Change Sealed Bids Process Ended Successfully'*. Press **<Enter>** to return to the CHANGE SEALED BIDS PROCESS (ND4940MB), which displays the message *'Press 'Enter' To continue'*. If the user presses **<Enter>** the system displays the SALES PROCESS MENU (ND4900MA).

4.9.5.4.4 Change Bid Amounts

This Sealed Bids process allows the user to enter additional bid amounts for Lots within a Sale.

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 SALES PROCESS MENU (ND4900MA), type **4** at Enter Selection and Sale No of Prop.
- Press **<Enter>**. NPDMS displays the pop-up window (ND4900MB) and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4900MA / ND4900PA                SALES PROCESS MENU                   08:56:11
                                       SA                               MSXXX
       ND4900MB
           Please enter Bidder No:.
                  or 'C' to Cancel:

                    1  Add - Sale
                    2  Change - Sale
                    3  Enter Sealed Bids (Local Sale Only)
                    4  Change Sealed Bids (Local Sale Only)
                    5  Add - Awardee
                    6  Change - Awardee (Sealed Bid Local Sale)
                    7  Close Lot (Sealed Bid Local Sale)
                    8  Single Case Sale
                    9  Cancel/Reschedule - Sale
                   10  Reversal - Sale

         Enter Selection:  __  Select Selling Agent:  LOCAL  _   GSA  _

  Contract Prop Removal Date:  __  __  ____    Payment Due Date:  __  __  ____
            Sale No of Prop:  _____________    Lot No of Prop:  ____
               Prop Case No:  804101  ________         Item Id:  __
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Please Enter Bidder No or ’C’ to Cancel — input value = **A10** or **C**
- 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 the Bidder No is valid, the system displays the CHANGE SEALED BIDS PROCESS (ND4940MA) screen.

```
                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                03/01/01
ND4940MA / ND4940PC  CHANGE SEALED BIDS PROCESS (Local Sale Only)      08:56:12
                                                                       MSXXX


Sale No of Prop:                      Sale Date:03/01/2001

Bidder No:123          Name Last: XXXXX              First: XXXXX   MI:X
Company Name: MSFC
     Address:  Redstone Arsenal

        City: Huntsville              State: Al              Zip:35812
       Phone: XXX-XXX-5555

Enter Bid Amounts for following the Lot(s) for this Bidder:
      _______________        _______________        _______________
      _______________        _______________        _______________
      _______________        _______________        _______________
      _______________        _______________        _______________
      _______________        _______________        _______________
      _______________        _______________        _______________


More Lots:___

Navigation:_____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
            LOPF                          PGUP  PGDN                    EXIT
```

INPUT DATA

- Enter Bid Amounts for this Bidder

- Press **<Enter>**.

- The system displays the CHANGE SEALED BIDS PROCESS (ND4940MB) with the message *'Sealed Bids For N Lot(s) Added For Bidder A10'*. Press **<Enter>** to return to the SALES PROCESS MENU (ND4900MA).

4.9.5.4.5 Add Awardee Process

This process allows the user to record the Awardee data for adding an Awardee to property lots that are to be sold by either NASA or its Agent for Sealed Bids sales.

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 SALES PROCESS MENU (ND4900MA), type **5** at Enter Selection, Sale No of Prop, and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the ADD AWARDEE PROCESS SCREEN 2 (ND4950MB), and places the cursor at the first input field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4950MB / ND4950PB          ADD AWARDEE PROCESS SCREEN 2              18:51:56
                                     SA                                MSXXX
Sale No of Prop: 80410120010021             Sale Date: 03  03  2001
 Lot No of Prop: 0001                Date Bid Awarded: **  **  ****
Choice     Bidder No          Bidder Name                    Bid Amount
------    ----------     ------------------------------    --------------
   _      NASA           XXXXXXXXXXX    X                         2500.00
   _
   _
   _
   _
   _
   _
   _
   _
   _
   _

Next Lot: ____                                      More Bidders: N
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Date Bid Awarded input format = **MM/DD/YYYY**
- Choice input value = **X**
- 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.
- The system displays a pop-up window (ND4950MC) to inform the user that lots are successfully awarded to bidders.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4950MB / ND4950PB          ADD AWARDEE PROCESS SCREEN 2              19:04:18
                                        SA                             MSXXX
Sale No of Prop: 80410120010021             Sale Date: 03  01  2001
 Lot No of Prop:  +-------------------------------------------------+
Choice     Bidder !                                                 ! nt
------    ------- !  ND4950MC                                        ! ----
   x      NASA    !                                                 ! 0.00
   _              !  001 Lot(s) Successfully Awarded To: NASA       !
   _              !  You may now schedule Bidder's Notification of !
   _              !       Award Report and Sales Slip Report.       !
   _              +-------------------------------------------------+
   _
   _
   _
   _
   _
   _

Next Lot: ____                                     More Bidders: N
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Press **<Enter>**. The system re-displays ADD AWARDEE PROCESS SCREEN 2 (ND4950MB) for entry of the Next Lot.
- The NPDMS Bidder and Transaction Files are updated.
- If the Next Lot field is not entered, the Add Awardee Process returns to the SALES PROCESS MENU screen (ND4900MA).

- If the Next Lot field is populated, the (ND4950MB) screen is re-displayed with the entered lot information and the processing continues as above.

4.9.5.4.6 Change Awardee Process

This process allows the user to update Awardee data for property lots that are sold by NASA or its Agent for Sealed Bids sales.

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 SALES PROCESS MENU (ND4900MA), type **6** at Enter Selection and Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CHANGE AWARDEE PROCESS screen (ND4950MA), and places the cursor at the first input field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4950MA / ND4950PA              CHANGE AWARDEE PROCESS                19:06:39
                                       SA                              MSXXX

Sale No of Prop: 80410120010021            Sale Date: 03  01  2001

Select (using 'X') the Lot that has been Awarded.

 _  0001        _              _              _              _
 _              _              _              _              _
 _              _              _              _              _
 _              _              _              _              _
 _              _              _              _              _
 _              _              _              _              _
 _              _              _              _              _
 _              _              _              _              _

                                                                  More Lots:


Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Select Lot to be Awarded
- More Lots input value = **Y** or **N**
- 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 a **Y** is entered at the More Lots field, the user may view additional lots for selection.

The system displays the CHANGE AWARDEE PROCESS SCREEN 2 (ND4950MB) to allow the user to select a Bidder for an award.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4950MB / ND4950PB          CHANGE AWARDEE PROCESS SCREEN 2           19:08:11
                                        SA                             MSXXX
Sale No of Prop: 80410120010021             Sale Date: 03  01  2001
 Lot No of Prop: 0001                Date Bid Awarded: 03  01  2001
Choice     Bidder No          Bidder Name                    Bid Amount
------    ----------     ------------------------------    --------------
   *      NASA           XXXXXXXXXXX    X                        2500.00
   _
   _
   _
   _
   _
   _
   _
   _
   _
   _

Next Lot: ____    Reprint Sales Slip Report: _    More Bidders: N
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Date Bid Awarded input format = **MM/DD/YYYY**

- Choice — input value = **X**
- Next Lot
- Reprint Sales Slip Report — input value = **Y** or **blank**
- More Bidders — input value = **Y** or **N**
- Press **<Enter>**.
- If a **Y** is entered at the More Bidders field, the user may view Additional Bidders for selection.
- The system displays a pop-up window (ND4950MC) to inform the user that Lots are successfully awarded to Bidders.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4950MB / ND4950PB          CHANGE AWARDEE PROCESS SCREEN 2           19:08:11
                                     SA                                MSXXX
Sale No of Prop: 80410120010021             Sale Date: 03  01  2001
 Lot No of Prop:  +-------------------------------------------------+
Choice     Bidder !                                                 ! nt
------    ------- !  ND4950MC                                        ! ----
   *      NASA    !                                                 ! 0.00
   _              !  001 Lot(s) Successfully Awarded To: NASA       !
   _              !  You may now schedule Bidder's Notification of  !
   _              !       Award Report and Sales Slip Report.       !
   _              +-------------------------------------------------+
   _
   _
   _
   _
   _
   _

Next Lot: ____     Reprint Sales Slip Report: _    More Bidders: N
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Press **<Enter>**. The system re-displays CHANGE AWARDEE PROCESS SCREEN 2 (ND4950MB) for entry of the Next Lot.
- The NPDMS Bidder and Transaction Files are updated.

- If the Next Lot field is not entered, the system returns to the SALES PROCESS MENU screen (ND4900MA).
- If the Next Lot field is populated, the CHANGE AWARDEE PROCESS SCREEN 2 (ND4950MB) re-displays, which shows the previously entered lot information. Processing then continues as stated above.

4.9.5.4.7 Close Lot Process (Sealed Bid)

This process allows the user to close a specific Property Lot that is sold by sealed bid during a local sale and is conducted by NASA or its Agents.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the 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.

The Lot is closed after payment is received and property is removed by awardee.

- From the SALES PROCESS MENU (ND4900MA), type **7** at Enter Selection, Sale No of Prop and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CLOSE LOT PROCESS screen (ND4960MA), and places the cursor at the first input field.

```
                      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/01/01
 ND4960MA / ND4960PA                CLOSE LOT PROCESS                   09:16:31
                                                                         MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: 03  01 2001
Approved by (Sale Contracting Officer): ******************************
Date Bid Awarded: 03  01  2001
Bidder No: 123             Last Name: XXXXX                First: XXXXX      MI:
X
Company Name: MSFC
     Address:  Redstone Arsenal

        City:                          State:       Zip:
       Phone: (XXX) XXX - XXXX
Contract Prop Removal Date:   03/01/2001            Payment Due Date:    /    /
Sale Amount:                              Actual Prop Payment Date: __  __  ____
Actual Prop Removal Date: __  __  ____
Sale Contract No: _______________           Sale Receipt Doc No:

                                              More Lots (Y/N): _

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24
```

INPUT DATA

- Sale Date — input format = **MM/DD/YYYY**
- Approved By (Sale Contracting Officer)
- Date Bid Awarded — input format = **MM/DD/YYYY**
- Bidder No
- Name Last Jr., — input value = last name and Sr., etc.
- First
- MI
- Company Name
- Address
- City
- State

- Zip
- Phone
- Sale Amount
- Actual Prop Payment Date input format = **MM/DD/YYYY**
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Sale Contract No
- Press **<Enter>**.
- The system verifies all user entered/changed 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.
- The system re-displays the CLOSE LOT PROCESS screen (ND4960MA) with the message *'N Lots Successfully Closed to Bidder A10'*. The More Lots field may now be filled.
- More Lots input value = **Y** or **N**
- Press **<Enter>**.

If a **Y** is entered at the More Lots field, the system displays a pop-up window (ND4930MB) and allows the user to enter Additional Lots and associated award information to the same Awardee.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/01/01
ND4960MA / ND4960PA              CLOSE LOT PROCESS                    09:16:35
                                                                       MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: 03  01 2001
Approved by (Sale Contracting Officer): ******************************
Date Bid Awarded: 03  01  2001
Bidder No: 123             Last Name: XXXXX                First: XXXXX      MI:
X
Comp           ND4930MB
               Lot No   Sale Amount    Actual Payment Date   Actual Removal Date
               ------  -------------   -------------------   -------------------
                _____     __/__/__          __/__/__              __/__/__
                _____     __/__/__          __/__/__              __/__/__
                _____     __/__/__          __/__/__              __/__/__
                _____     __/__/__          __/__/__              __/__/__
                _____     __/__/__          __/__/__              __/__/__
                _____     __/__/__          __/__/__              __/__/__
                _____     __/__/__          __/__/__              __/__/__
                        Please Enter 'C' to Cancel:
 Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24
```

INPUT DATA

- Lot No
- Actual Payment Date — input format = **MM/DD/YYYY**
- Actual Removal Date — input format = **MM/DD/YYYY**
- Enter ’C’ to Cancel — input value = **C** or **blank**
- Press **<Enter>**. NPDMS then re-displays the CLOSE LOT PROCESS screen (ND4960MA)
- If a **Y** is entered at the More field, the system re-displays the same pop-up window (ND4930MB) and the user may enter Additional Lots and associated award information to the same Awardee.
- If an **N** is entered in the More field, NPDMS then returns to the SALES PROCESS MENU (ND4900MA).

- NPDMS Case and Transaction Files are updated when the Actual Prop Removal Date is entered. A X00 Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. A T14 Transaction is generated. When the Actual Prop Removal Date is not entered, the NPDMS Freeze (F00) Transaction record is updated with the awardee information.

NOTE: The system verifies that the following fields are populated: actual prop payment date, sale amount, sale date, and approved by (sale contracting officer).

NOTE: The user may perform the close lot process in two steps as follows:

- In the first step, the user may not wish to the enter Actual Prop Removal Date, this updates the Freeze Transaction (F00) records in the Transaction File.

- In the second step, the user must enter Actual Prop Removal Date. This creates a Final Disposition Transaction (T14) record.

4.9.5.5 Reversal Sale Process

This process allows the user to reverse a Sale of a specific property lot that was sold. It allows the user to correct an erroneous closing of a lot (e.g., caused by a data entry error).

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the 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.

- From the SALES PROCESS MENU (ND4900MA), type **10** at Enter Selection, Sale No of Prop and Lot No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data on the REVERSAL SALE PROCESS screen (ND4980MA), and places the cursor at the first input field.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/01/01
ND4980MA / ND4980PA           REVERSAL SALE PROCESS                   10:09:56
                                                                      MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date:    /    /
Approved by (Sale Contracting Officer):
Property Case Numbers, Item Ids, & Qty for this Lot (FEDSTRIP):

 Case    #Id  Sale          Case    #Id  Sale          Case    #Id  Sale
              Qty                        Qty                        Qty









Sale Method:    (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Adj Desc: ********************************************************** More: _
                    Please Enter 'P' to Process or 'C' to Cancel: *
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
```

INPUT DATA

- Adj Desc
- More — input value = **Y** or **blank**
- Please Enter ‘P’ to Process or ‘C’ to Cancel — input value = **P** or **C**
- Press **<Enter>**.
- The system verifies all user entered/changed 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 a **Y** is entered in the More field, the system displays a pop-up window (ND4970MB) to allow the user to enter additional Adjustment Description.

```
                  NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/01/01
ND4980MA / ND4980PA         REVERSAL SALE PROCESS                   10:09:56
                                                                    MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date:    /    /
Approved by (Sale Contracting Officer):
Property Case Numbers, Item Ids, & Qty for this Lot (FEDSTRIP):

 Case    #            ND4970MB

                            Sale Adjustments have been made.
                             Description of Adjustments is required.


       ************************************************************

       ____________________________________________________________

       ____________________________________________________________

       ____________________________________________________________

                            Enter 'C' to Cancel: __

                      Please Enter 'P' to Process or 'C' to Cancel: *
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
```

INPUT DATA

- Adjustment Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**.
- If a blank is entered in the Enter **C** to Cancel field, the system then returns to the SALES PROCESS MENU screen (ND4900MA) and displays the message *’Lots Successfully Reversed‘*.
- If a **C** is entered to Cancel, the system returns to the SALES PROCESS MENU (ND4900MA) and displays the message *’Activity Canceled By User - No Action Taken’*.
- If a ’P’ is entered on the REVERSAL SALE PROCESS screen (ND4980MA) to process the NPDMS Bidder, the Case and Transaction Files are updated. A reversal transaction ’RTnn’ is recorded where ’Tnn’ equals ‘14’ or ‘15’ in the NPDMS Transaction File.

4.9.5.6 Cancel/Reschedule Sale Process

This process allows the user to cancel/reschedule a Sale and to change property lots that are to be sold by either NASA or its Agent or GSA from one Property Sale Date to a New Property Sale Date.

For GSA conducted sales, the user must enter a new Sale Number and new Lot Number at the appropriate places on the screen. For NASA conducted sales, the system generates a new Sale Number of Property and new Lot Number of Property at the appropriate places on the screen. In both cases, the user must enter a new Property Sale Date.

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 SALES PROCESS MENU (ND4900MA), type **9** at Enter Selection and enter Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CANCEL SALE PROCESS screen (ND4970MA), and places the cursor at the first input field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4970MA / ND4970PA         CANCEL/RESCHEDULE SALE PROCESS             10:15:25
                                       SA                              MSXXX

Sale No of Prop: 80410120010021              Sale Date: 03  01  2001
    New Sale No:
Select (using 'X') the Lot(s) you wish to Change.
     Lot No  New Lot No      Lot No  New Lot No      Lot No  New Lot No
     ------  ----------      ------  ----------      ------  ----------
  _   0001









                                                                    More Lots:

Navigation: _______________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- New Sale No (only for GSA Sale)
- Sale Date — input format = **MM/DD/YYYY**
- Select Lot to Change — input value = **X**
- New Lot No (only for GSA Sale)
- More Lots — input value = **Y** or **N**
- Press **<Enter>**.
- The system verifies all user entered/changed 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 a **Y** is entered at the More Lots field, the user may enter Additional Cancel Lots.
- The system displays a pop-up window (ND4970MB) to allow the user to enter an Adjustment Description.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4970MA / ND4970PA         CANCEL/RESCHEDULE SALE PROCESS              10:16:43
                                      SA                                 MSXXX

Sale No of Prop: 80410120010021               Sale Date: 03  02  2001
    New Sale No:
Select (using 'X') the Lot(s) you wish to Change.
     Lot No  New Lot No      Lot No  New Lot No      Lot No  New Lot No
     -
  X
        ND4970MB

           Sale Adjustments have been made.
           Description of Adjustments is required.

          ************************************************************
          ____________________________________________________________
          ____________________________________________________________
          ____________________________________________________________      :

Naviga                Enter 'C' to Cancel:  _
Enter-                                                                    ---
```

INPUT DATA

- Description of Adjustments
- Enter ‘C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**.
- If a **C** is entered to Cancel, the system returns to the SALES PROCESS MENU (ND4900MA) and displays the message *’Activity Canceled by user - No Action Taken’*.

The system displays the CHANGE SALE PROCESS screen (ND4910MA).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4920PC              CHANGE SALE PROCESS                    10:28:03
                                                                        MSXXX

Sale No of Prop: 80410120010026  Lot No of Prop: 0001   Sale Date: 03  02  2001
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sale
             Qty   Qty                   Qty   Qty                  Qty   Qty
 5306S029 01 1     1____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____

Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 500.00         Upset Price: 300.00_______      More Cases: N

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR             EXIT
```

INPUT DATA

- Sale Qty
- More Cases input value = **Y** or **N**
- Press **<Enter>**.
- The system calculates the Total Acq Cost and re-displays the CHANGE SALE PROCESS screen (ND4910MA).
- For each case number quantity changed, the system updates the applicable frozen transaction record with the modified quantity.

- If the user enters a **Y** in the Add More Cases field, the system scrolls forward, displaying additional case numbers, if they exist.

- If the user enters a **N** in the Add More Cases field, the user is returned to the CANCEL SALE PROCESS screen (ND4970MA) with the message *'Lots Successfully Canceled'*. Press **<Enter>** to return to SALES PROCESS MENU (ND4900MA).

- The NPDMS Bidder, Case and Transaction Files are updated. The sales and lot numbers are generated for NASA conducted sale.

4.9.5.7 Single Case Sale Process - GSA

This process allows the user to record a Single Case Sale of property that is sold by GSA.

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 SALES PROCESS MENU (ND4900MA), type **8** at Enter Selection, Sale No Of Prop, Lot No Of Prop, and Prop Case No. A new sale and lot must be entered with a single case to use this process.

- Press **<Enter>**. NPDMS displays the appropriate data on the SINGLE CASE SALE - SOLD BY GSA (T15) screen (ND5115MA), and places the cursor at the first input field.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM            03/01/01
                                                                        10:28:05
 ND5115MA /MD5115PA        SOLD BY GSA (T15)                           MSXXX

Prop Case No:                  Item Id:              Current Qty:
Local Ref No:                          Turn-In Doc No:
Item Name/Desc:
Qty Sold:-                             Actual Prop Removal Date:-__ -__  -____
========================= PURCHASER'S INFORMATION ===========================
Company Name:
     Address:
        City:          State:                 Zip:-35812
Requestor Name:                               Phone:(XXX )XXX-5555
Sale No:                       Sale Lot No:                  Sale Date:__ -__ -
____
Approved By (Contracting Officer):
Sale Contract No:                                   Proceeds
Contract Prop Removal Date:-__ -__ -____


Navigation:_____________________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
            LOPF                          PGUP  PGDN                    EXIT
```

INPUT DATA

- Qty Sold
- Actual Prop Removal Date — input format = **MM/DD/YYYY**
- Company Name
- Address
- City
- State
- Zip
- Requestor Name
- Phone
- Sale No
- Sale Lot No
- Sale Date — input format = **MM/DD/YYYY**

- Approved By
  (Sale Contracting Officer)

- Sale Contract No

- Proceeds

- Contract Prop Removal Date input format = **MM/DD/YYYY**

- 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.

- The NPDMS Case and Transaction Files are updated.

- The SINGLE CASE SALE - SOLD BY GSA (T15) screen (ND5115MA) is re-displayed with the message *'Entry Reference Number is: N9'*. To return to the SALES PROCESS MENU, press **PF17**.

4.9.6 Exchange (Trade-In)

This process allows the user to record for statistical (reporting) purposes the exchange of personal property to a vendor (supplier) in return for similar 'new' replacement property. There are no NPDMS Property Case Numbers assigned to these records.

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) screen is displayed.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5000MA / ND5000PA                 TRANSACTION MENU                    10:48:43
                                       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 = **6**
- Prop Case No
- Item Id (optional)
- Press **<Enter>**.

Action is performed based on the input on the TRANSACTION MENU screen (ND5000MA).

4.9.6.1 Entry of Trade-In Data for Statistical Reporting

This process is used for statistical report purposes covering the Trade-in of NASA Property to a Vendor. The Case does not exist on the NPDMS Case File.

- From the TRANSACTION MENU (ND5000MA), type **6** at Enter Selection to access the EXCHANGE/SALE OF PROPERTY - TRADED TO VENDOR (T19) screen.

- Press **<Enter>**. NPDMS displays the EXCHANGE/SALE OF PROPERTY - TRADED TO VENDOR (T19) screen (ND5119MB) and places the cursor at the first input field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5119MB / ND5119PB  EXCHNG/SALE OF PROPERTY - TRADED TO VENDOR (T19)  10:50:14
                                      TRAD                             MSXXX

NSN: **** _________                        Total Acq Cost: *************
Item Name: ************************************************************
Trade-In Amt Received: *************     Actual Prop Removal Date: **  **  ****

============================ VENDOR'S INFORMATION ===========================
Rec No: 01    Disposition Qty: *****

Requestor Name: ______________________________
  Company Name: ____________________________________________
       Address: ******************************
                ______________________________
          City: ********************    State: **    Zip: ***** ____

New Prop Acceptance Date: __  __  ____      Procurement Doc No: **************

Next Traded To Vendor Trans (Y/N): _        Retain (Y/N): _
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- NSN
- Total Acq Cost
- Item Name
- Trade-In Amt Received
- Actual Prop Removal Date — input format = **MM/DD/YYYY**
- Vendor's Information
  - Disposition Qty
  - Requestor Name — input value = **blank** only if Company Name filled

— Company Name — input value = **blank** only if Requestor Name filled

— Address

— City

— State

— Zip

— New Prop Acceptance Date — input format = **MM/DD/YYYY**

— Procurement Doc No

- Next Traded To Vendor Trans — input value = **Y** or **N**
- Retain — input value = **Y** or **N**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- 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.

4.9.7 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).

4.9.7.1 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).

4.9.7.2 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).

4.9.7.3 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.

4.9.7.4 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.

4.9.7.5 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).

4.9.7.5.1 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.

4.9.7.5.2 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.

4.9.7.5.3 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/YY**
- Requestor Name
- Phone
- Org Code
- Date Prop Determined Lost — input format = **MM/DD/YY**
- 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.

4.9.7.5.4 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.

4.9.7.5.5 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.

4.9.7.5.6 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.

4.9.7.5.7 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.

4.9.7.5.8 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.

4.9.7.5.9 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.

4.9.7.5.10 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.

4.9.7.5.11 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.

4.9.7.5.12 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:
============================= TRANSFEREE 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.

4.9.7.5.13 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.

4.9.7.5.14 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.

4.9.7.5.15 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.

4.9.7.5.16 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.

4.9.7.5.17 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.

4.9.8 Transaction Processing For Reversals

This process allows the user to reverse specific final disposition transactions and the Receipt Transaction. Transactions affecting the recording of final disposition and receipt data may have been inadvertently entered for a particular property case record. NPDMS provides the capability for reversing final disposition and

Receipt 'T-type' transactions online through the Reverse Final Disposition Transaction and Reverse Receipt Transaction processes. These 'T-type' transactions include the following:

- Receipt (T02)
- Expended to Scrap (T03)
- Survey Lost Personal Property (T04)
- Utilized by Generating NASA Center (T05)
- Utilized by Other NASA Centers (T06)
- Transfer for Use of Other Federal Agency with Prior GSA Approval (T07)
- Transfer for Use of Other Federal Agency without Prior GSA Approval (T08)
- Transferred to DRMO for Further Disposal Processing (T09)
- Transfer of Foreign Excess Property for Donation (T10)
- Donation to Public Bodies without Prior GSA Approval (T11)
- Transferred to GSA for Further Disposal Processing (T12)
- Donation Approved by GSA (T13)
- Transferred to Other without Prior GSA Approval (T16)
- Abandoned or Destroyed Property (T18)
- Exchange/Sale Transfer of Property (T19)
- Donation to Other without Prior GSA Approval (T20)

Other types of transactions do not use this process. Freeze (F00) transactions are deleted (thawed) -- not reversed (Refer to Section 4.8.7.3). Sold by NASA or Agent (T14) and Sold by GSA (T15) are reversed through the Sales Process (Refer to Section 4.8.5.5).

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       03/01/01
ND5000MA / ND5000PA                  TRANSACTION MENU                  14:07:09
                                        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 = **8**
- Press **<Enter>**.

NPDMS action is performed based on the input on the TRANSACTION MENU (ND5000MA).

NPDMS displays the (ND5000MB) pop-up window for user response to the type of transaction to be reversed.

```
                      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01


ND5000MB
     Enter an 'R' or a 'D' and one additional item from the list below
        to reverse a Receipt or a Disposition. Enter 'C' to Cancel.

                 _ (R=Receipt, D=Disposition, C=Cancel)

        Receipts and   Prop Case No: 804101 1060S160    Item Id: __
        Dispositions   ECN:                  _______
                       ERN:                  __________

        Dispositions   Document Numbers:
        only             Request             _______________
                         Survey              ________
                         Abnd/Dstryd         _______________
                         Procurement         _______________
                         DD-1348-1A          _______________

        Receipts only    Turn In             __________________
                                                                          -
```

INPUT DATA

- Transaction Type to Reverse — input value = **R, D** or **C**
- Receipts and Dispositions
  - Prop Case No
  - Item Id
  - ECN
  - ERN
- Dispositions Only
  - Document Numbers
    - -?- Request
    - -?- Survey
    - -?- Abnd/Dstryd
    - -?- Procurement

-?- DD-1348-IA

- Receipt Only

  — Document Numbers

    -?- Turn In

- Press **<Enter>**. NPDMS displays the REVERSAL TRANSACTION screen (ND5199MB) for reversing of Final Dispositions or the RECEIPT REVERSAL TRANSACTION - RT02 screen (ND5202MA) for reversing a Receipt.

4.9.8.1 Reverse Final Disposition

This process allows the user to reverse Controlled (NEMS-tagged) and Non-Controlled NASA Property Final Dispositions. Transactions effecting the recording of final disposition data may have been inadvertently entered for a particular property case record. NPDMS provides the capability for reversing the following final disposition 'T-type' transactions online:

- Expended to Scrap (T03)
- Survey Lost Personal Property (T04)
- Utilized by Generating NASA Center (T05)
- Utilized by Other NASA Centers (T06)
- Transfer for Use of Other Federal Agency with Prior GSA Approval (T07)
- Transfer for Use of Other Federal Agency without Prior GSA Approval (T08)
- Transferred to DRMO for Further Disposal Processing (T09)
- Transfer of Foreign Excess Property for Donation (T10)
- Donation to Public Bodies without Prior GSA Approval (T11)
- Transferred to GSA for Further Disposal Processing (T12)
- Donation Approved by GSA (T13)
- Transferred to Other without Prior GSA Approval (T16)

- Abandoned or Destroyed Property (T18)
- Donation to Other without Prior GSA Approval (T20)

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, type **8** at Enter Selection.
- Press **<Enter>**. NPDMS displays the (ND5000MB) pop-up window for user response to the type of transaction to be reversed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01


ND5000MB
     Enter an 'R' or a 'D' and one additional item from the list below
        to reverse a Receipt or a Disposition. Enter 'C' to Cancel.

                 _ (R=Receipt, D=Disposition, C=Cancel)

        Receipts and   Prop Case No: 804101 1060S160    Item Id: __
        Dispositions   ECN:                  _______
                       ERN:                  __________

        Dispositions   Document Numbers:
        only             Request             ______________
                         Survey              ________
                         Abnd/Dstryd         ______________
                         Procurement         ______________
                         DD-1348-1A          ______________

        Receipts only    Turn In             ________________
```

INPUT DATA

- Transaction Type to Reverse input value = **D** or **C**

- Receipts and Dispositions
  - Prop Case No
  - Item Id
  - ECN
  - ERN
- Dispositions Only
  - Document Numbers
    - -?- Request
    - -?- Survey
    - -?- Abnd/Dstryd (Abandoned/Destroyed)
    - -?- Procurement
    - -?- DD-1348-IA
- Press **<Enter>**. If the user enters **D**, Disposition, NPDMS displays the REVERSAL TRANSACTION screen (ND5199MB). If the user enters **C**, to Cancel, NPDMS displays the TRANSACTION MENU screen (ND5000MA).
- The appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5199MB / ND5199PA                REVERSAL TRANSACTION                 14:12:55
                                        REVE TR                         MSXXX
Prop Case No: 804101  1060S160          Item ID: 01           Current Qty:
Local Ref No: MSFC                            Turn-In Doc No: 123
Item Name/Desc: MSFC                            / MARSHALL
========================= SELECT TRANSACTION TO REVERSE =====================
Line Trans    ERN        Disp      Disp         Disp           ECN       User
      ID                 Date      Qty          Cost                      ID

 1    T05  0810610886   03/02/01   2              100.00              MSXXX
 2    T05  0810610887   03/02/01   2              100.00              MSXXX
 3    T06  0810610885   03/02/01   2              100.00              MSXXX
 4    T06  0810610888   03/02/01   2              100.00              MSXXX
 5    T06  0810610889   03/02/01   2              100.00              MSXXX
 6    T06  0810610890   03/02/01   2              100.00              MSXXX
 7    T06  0810610891   03/02/01   2              100.00              MSXXX
 8    T07  0810600892   03/01/01   2              100.00              MSXXX
 9    T08  0810600893   03/01/01   2              100.00              MSXXX
Enter the Line No of the Transaction to Reverse or 'C' to Cancel: _   More: Y
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Line No of Transaction to Reverse or 'C' to Cancel — input value = **1, 2, 3, 4, 5, 6, 7, 8, 9,** or **C**

- Press **<Enter>**. NPDMS displays the REVERSAL TRANSACTION screen (ND5199MA). If **C** is entered, the system displays the TRANSACTION MENU (ND5000MA).

The appropriate data fields are populated and displayed by the system.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM     03/01/01
ND5199MA / ND5199PA                 REVERSAL TRANSACTION               14:14:58
                                         REVE TR                       MSXXX
Prop Case No: 804101  1060S160         Item ID: 01           Current Qty:
Local Ref No: MSFC                           Turn-In Doc No: 123
Item Name/Desc: MSFC                           / MARSHALL
Disposition Qty:     2                           Disposition Date: 03/02/01
Trans ID being Reversed:  T05      ECN:                        ERN: 0810610886
============================ TRANSACTION INFORMATION ========================
Requestor Name: XXXXXX XXXXX                         Phone:( 205 ) 544 - 5555
   Agency Name: MARSHALL SPACE FLIGHT CENTER
       Address:                                      Requestor Agency ID: N
                REDSTONE ARSENAL
           City: HUNTSVILLE             State: AL     Zip: 35812-
                                                          Doc No: 1
Previous SF-120 Withdrawal/Correction printed: N
Print SF-120 Correction: _                            GSA Rpt Date:

Txn Desc: ____________________________________________________________  More: N

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                       EXIT
```

INPUT DATA

- Print SF-120 Correction — input value = **C** or **blank**
- Txn Desc
- More — input value = **Y** or **blank**
- Press **<Enter>**. If **C** is entered for Print SF-120 Correction, NPDMS displays the GSA Withdrawal/Correction Narrative (ND5100MD) pop-up window to allow entry of additional data.

```
                      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/02/01
ND5199MA / ND5199PA            REVERSAL TRANSACTION                     13:59:40
                                                                          MSXXX
Prop Case No: 804101 1060S162          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 you enter **C** to Cancel, NPDMS displays the REVERSAL TRANSACTION screen (ND5199MA).
- 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
ND5199MA / ND5100MC            REVERSAL TRANSACTION                     13:59:40

                        Property Transaction Description:

Prop Case No:    ____________________________________________________________
Local Ref No:    ____________________________________________________________
Item Name/Des    ____________________________________________________________
Disposition Q    ____________________________________________________________
Trans ID bein
=============                      Enter 'C' to Cancel: _
Requestor Nam
   Agency Nam
       Addres

          City: HUNSTVILLE             State: AL     Zip: 35812-
                                                         Doc No: 1
Previous SF-120 Withdrawal/Correction printed: N
Print SF-120 Correction:                               GSA Rpt Date:

Txn Desc: ____________________________________________________________   More: Y

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 REVERSAL TRANSACTION (ND5199MA) screen.
- NPDMS then updates the Case File, generates the following transactions: a ’RTnn’ Transaction (’nn’ may equal 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 16, 18, or 20), a X15 Transaction to identify NEMS Equipment data, a NP/NEMS Interface ERN.
- NPDMS then returns to the Transaction Menu and displays the message ’*Entry Reference Number Assigned is: N10’* and allows selection of the next transaction.

4.9.8.2 Reverse Receipt Disposition Process

This process allows the user to reverse a specific Receipt (T02) Transaction that may have been inadvertently entered against the wrong Property Case Number. NSMS Materials Inventory property receipts can not be reversed in this process. Receipt processing for NSMS is completed using the Overage/Underage/Matched report that is done in batch. Refer to section 5.3 for more detailed information.

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, type **8** at Enter Selection.
- Press **<Enter>**. NPDMS displays the pop-up window (ND5000MB) for user response for the type of transaction to be reversed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01


ND5000MB
     Enter an 'R' or a 'D' and one additional item from the list below
        to reverse a Receipt or a Disposition. Enter 'C' to Cancel.

                 _ (R=Receipt, D=Disposition, C=Cancel)

        Receipts and   Prop Case No: 804101 1060S161    Item Id: __
        Dispositions   ECN:                 _______
                       ERN:                 __________

        Dispositions   Document Numbers:
        only             Request            ______________
                         Survey             ________
                         Abnd/Dstryd        ______________
                         Procurement        ______________
                         DD-1348-1A         ______________

        Receipts only    Turn In            _________________
                                                                          -
```

INPUT DATA

- Transaction Type to Reverse input value = **R** or **C**
- Receipts and Dispositions
  - Prop Case No

— Item Id

— ECN

— ERN

- Receipt Only

  — Document Numbers

  — Turn In

- Press **<Enter>**. NPDMS displays the RECEIPT REVERSAL TRANSACTION - RT02 screen (ND5202MA).

- The appropriate data fields are populated and displayed by the system.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5202MA / ND5202PA              RECEIPT REVERSAL - RT02                14:25:30
                                       REVE RE                          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                 /
ECN: G031461                           Cust Acct No: 33001   CC:  4
Current Acq Cost: 2475.00              Unit Of Measure: EA
Component System - Name:                                   FSC Code:
========================== TRANSACTION INFORMATION ==========================
Mfg's Name: INTERNATIONAL BUSINESS MACHINE              ERN: 0853480218
Model No:                              Serial No: 8274854
Warehouse Loc: 3000520004              Warehoused Date: 12/14/95
Print SF-120 Correction: _             GSA Rpt Date: 01/10/96

Adj Desc: ****************************************
          ________________________________________

              Please Enter 'P' to Process or '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

- Print SF-120 Correction — input values = **C** or **blank**

- Adj Desc

- Enter ’P’ to Process or ’C’ to Cancel — input values = **P** or **C**

- Press **<Enter>**. If you enter **C** to Cancel, NPDMS displays the RECEIPT REVERSAL TRANSACTION - RT02 screen (ND5202MA).

- If a **C** is entered in the Print SF-120 Correction field, NPDMS displays the GSA Withdrawal/Corrective (ND5100MD) pop-up window to allow entry of additional data.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5000MA / ND5100MD       RECEIPT REVERSAL TRANSACTION - RT02          14:29:04
                                GSA Withdrawal Approval Date:

Prop Case N           Withdrawal/Correction Narrative:
Local Ref N    ____________________________________________________________
Item Name/D    ____________________________________________________________
ECN: G03146    ____________________________________________________________
Current Acq    ____________________________________________________________
Component S
===========                        Enter 'C' to Cancel: _
Mfg's Name:
Model No:                              Serial No: 8274854
Warehouse Loc: 3000520004              Warehoused Date: 12/14/95
Print SF-120 Correction: C             GSA Rpt Date: 01/10/96

Adj Desc: NONE************************************
          ________________________________________

               Please Enter 'P' to Process or 'C' to Cancel: p
Navigation: ____________________________________________________
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>**.

- NPDMS then updates the Case File, generates the following transactions: a ’RT02’ Transaction, a X60 Transaction to identify NEMS Equipment data, a NP/NEMS Interface ERN.

- NPDMS returns to the TRANSACTION MENU (ND5000MA) and displays the message ’*Entry Reference Number Assigned is: N10’*.

4.9.9 Transaction Processing For Converting Single Case To Component Item

If an item was inadvertently handled as a single-case record rather than part of a Component System, the Convert Case to Component System function allows the online conversion of an existing single-case record to a component system item. The Component System Property Case Number and the next available Property Item Identifier are assigned to the converted item.

The data is verified to ensure the following: the Property Case Number entered is a single case, the case is not NSMS property, the single case and the component system agree in transferring to a DRMO or reporting to the same GSA Region (i.e., all record items must be transferred to a DRMO or all are reported to the same GSA Region). The Component Property Case Number is assigned by the system to this converted item, along with the next Item Id.

If no Component Property Case Number is entered or if entered and no record was found, the user is given the option to create a new component system from two or more existing single case records or to cancel the conversion process. This conversion process allows conversion of up to twenty-eight single case records to a component system during a single conversion session.

NOTE: The initiation of this conversion process may create a performance problem or impose time constraints for completing this function. The user may have to wait a little longer than normal before the final success message appears on the screen. There is a direct relationship between the number of records involved in the processing and the time it takes to complete the process, i.e., the more records the longer time it takes to complete the processing. Processing may involve changing the component system level indicators (i.e., component system hazardous materials indicator, precious metals indicator, component system demilitarization code, and component system artifact indicator).

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       03/01/01
ND5000MA / ND5000PA                 TRANSACTION MENU                   14:29:04
                                       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 = **9**

- Prop Case No

- Press **<Enter>**.

Action is performed based on the input on the TRANSACTION MENU (ND5000MA).

4.9.9.1 Add Item To Component System

This allows the user to convert a Single Case to a Component System Item.

- From the Transaction Menu, type **9** at Enter Selection and the Property Case Number to access the CONVERT CASE TO COMPONENT SYSTEM screen (ND4700MA).

- Press **<Enter>**. The CONVERT CASE TO COMPONENT SYSTEM screen (ND4700MA) displays either one of two screens, one for Controlled Property or one for Non-Controlled Property.

Appropriate data fields are populated and displayed by the system.

Controlled Property

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4700MA / ND4700PA         CONVERT CASE TO COMPONENT SYSTEM           14:30:21
                                     CO CA                             MSXXX

Prop Case No: 804101 1060S161                 Cust Acct No: 33001
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No:
Initiators Name:                      Org Code:       Phone:( 205 ) 544 - 5555
 Item Name: COMPUTER, DIGITAL                            NSN: 1010
Mfg's Code:        Mfg's Name: GATEWAY 2000                      Mfg Year: 2000
  Model No: BATC                   Part No: 6670
 Serial No: 161666                MMA Code:         CC: A4     Cap Sens Code: X
 Item Desc:
       Qty: 12           Unit of Measure: EA      Unit Acq Cost: 2500.00
Warehouse Loc:                Contr Prop:                Tag No:
Reimbursement Code: 2       Grantee Prop:      Contr/Grantee No:
Exc/Sale:   Unclaimed Prop:   Date Found:    /    /    Fair Mkt:
           Shelf Life Type  1   Exp Date: 03 / 03 / 01 Ext Date:    /    /
Haz Mat Code:       Precious Metals Code: A
Combine with (Component System) Prop Case No: 804101 ________

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                       EXIT
```

or

Non-Controlled Property

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4700MA / ND4700PA         CONVERT CASE TO COMPONENT SYSTEM           14:30:21
                                     CO CA                              MSXXX

Prop Case No: 804101 1060S161                  Cust Acct No: 33001
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No:
Initiators Name:                      Org Code:       Phone:( 205 ) 544 - 5555
 Item Name: COMPUTER, DIGITAL                            NSN: 1010
Mfg's Code:        Mfg's Name: GATEWAY 2000                      Mfg Year: 2000
  Model No: BATC                   Part No: 6670
 Serial No: 161666                MMA Code:         CC: A4     Cap Sens Code: X
 Item Desc:
       Qty: 12           Unit of Measure: EA      Unit Acq Cost: 2500.00
Warehouse Loc:                Contr Prop:                Tag No:
Reimbursement Code: 2       Grantee Prop:      Contr/Grantee No:
Exc/Sale:   Unclaimed Prop:   Date Found:    /    /    Fair Mkt:
           Shelf Life Type  1   Exp Date: 03 / 03 / 01 Ext Date:    /    /
Haz Mat Code:       Precious Metals Code: A
Combine with (Component System) Prop Case No: 804101 ________

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                       EXIT
```

INPUT DATA

- Combine with (Component System) Prop Case No
- Press **<Enter>**.
- If Prop Case No is found to be an existing component system, NPDMS displays the pop-up window ND4700MC.

If Prop Case No is not entered or is not found to be an existing component system, NPDMS displays the pop-up window (ND4700MB).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4700MA / ND4700PA         CONVERT CASE TO COMPONENT SYSTEM            14:35:36
                                     CO CA                              MSXXX

Prop Case No: 804101 1060S161                 Cust Acct No: 33001
Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No:
Initiators Name:                     Org Code:       Phone:( 205 ) 544 - 5555
 Item Name: COMPUTER, DIGITAL                          NSN: 1010
Mfg's Co                                                            Year: 2000
  Model
 Serial    ND4700MB                                                 ns Code: X
 Item De
       Q   The Property Case Number was not found/left blank.        .00
Warehous
Reimburs   Would you like to create a new Component System?
Exc/Sale
           Enter 'Y' to create new Comp System or 'C' to Cancel: _       /
Haz Mat
Combine with (Component System) Prop Case No: 804101

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                      EXIT
```

INPUT DATA

- Create new Component System input value = **Y**
- Enter ’C’ to Cancel input value = C
- Press **<Enter>**.

If new Component System equals **Y**, the pop-up window (ND4700MC) is displayed; if **C** to Cancel is entered, then the system displays the TRANSACTION MENU (ND5000MA) along with a message: 'Activity Cancelled By User No Action Taken'.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4700MA / ND4700PA         CONVERT CASE TO COMPONENT SYSTEM           14:35:36
                                     CO CA                             MSXXX

Prop Cas
Local Re   ND4700MC      Enter Property Case Numbers to Convert
Initiato                      Single Cases to Component                      5
 Item Na
Mfg's Co       FEDSTRIP AAC: 804101                                         00
  Model        Prop Case No: 1060S161
 Serial                                                                      X
 Item De             ________    ________    ________    ________
       Q             ________    ________    ________    ________
Warehous             ________    ________    ________    ________
Reimburs             ________    ________    ________    ________
Exc/Sale             ________    ________    ________    ________
                     ________    ________    ________    ________
Haz Mat              ________    ________    ________    ________
Combine
                Print SF-120 Correction: _
Navigati
Enter-PF                      Enter 'C' to Cancel: _                      --
      HE
```

INPUT DATA

- Prop Case No (Additional Prop Case No to be converted to the new component system)

- Print SF-120 Correction — input value = **C** or **blank** (only if reported to GSA)

- Enter 'C' to Cancel — input value = **C** or **blank**

- Press **<Enter>**. If Print SF-120 Correction equals **C**, pop-up window ND5100MD displays for entry of correction data; if Prop Case No is entered, the CONVERT CASE TO COMPONENT SYSTEM screen (ND4110ME) is displayed or; if you typed **C** to Cancel, NPDMS displays the TRANSACTION MENU (ND5000MA) along with a message: *'Activity Cancelled By User No Action Taken'.*

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND4700MA / ND4700PA         CONVERT CASE TO COMPONENT SYSTEM           14:30:21
                                        CO CA                           MSXXX

 Prop Case No: 804101 1060S161                  Cust Acct No: 33001
 Local Ref No: MARSHALL SPACE FLIGHT CENTER   Turn-In Doc No:
 Initiators Name:                      Org Code:       Phone:( 205 ) 544 - 5555
  Item Name: COMPUTER, DIGITAL                            NSN: 1010
 Mfg's Code:        Mfg's Name: GATEWAY 2000                      Mfg Year: 2000

   Model No:     ND5100MD
                             GSA Withdrawal Approval Date:

    Withdrawal/Correction Narrative:

                  ____________________________________________________________
                  ____________________________________________________________
                  ____________________________________________________________

                                       Enter 'C' to Cancel: _


Haz Mat Code:       Precious Metals Code: A
 Combine with (Component System) Prop Case No: 804101 ________

 Navigation: ____________________________________________________
 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>**. NPDMS displays the CONVERT CASE TO COMPONENT SYSTEM screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110ME / ND4700PA          CONVERT CASE TO COMPONENT SYSTEM          14:08:51
                                   CO CA                               MSXXX
Prop Case No: 804101 1060C164


    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:  3
    DML Code:         Artifact:                 Total Acq Cost:      187500.00

Component System Information -
  Component System Name: NONE************************* FSC Code: 7021 CC: A4


               Days                                Begin Dates      End Dates
                21_     Installation Screening:   03 01 2001       03 22 2001
Screening       21_        NASA-Wide Screening:   03 01 2001       03 22 2001
Timeframes      21_    Other Federal Screening:   03 23 2001       04 13 2001
                21_         Donation Screening:   04 14 2001       05 05 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF                                                          EXIT
```

INPUT DATA

- Component System Name
- FSC Code (Component System level FSC)
- CC (Component System level CC)
- Days
- Installation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days

- Other Federal Screening

  — Begin Dates input format = **MM/DD/YYYY**

  — End Dates input format = **MM/DD/YYYY**

- Days

- Donation Screening

  — Begin Dates input format = **MM/DD/YYYY**

  — End Dates input format = **MM/DD/YYYY**

- Method
  = Install input values = **C**, **F**, **L**, or **N**
  = NASA-Wide input values = **C**, **F**, **L**, or **N**

- 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 re-displays the SCREENING TIMEFRAMES screen (ND5102MB) as long as the user makes changes to any field on this screen.

NOTE: The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- The NPDMS Case File is updated for each component item record with the component system level data as entered on the CONVERT CASE TO COMPONENT SYSTEM screen (ND4110ME). The cancel option or PF17 is not allowed on the ND4110ME screen.

- If an item was reported to GSA, the system automatically enters the following withdrawal/correction narrative: *'Case Converted to Component System'*.

- NPDMS then updates the Case History File and Case File for each single case converted, generates an E03 (Delete) to the Transaction History File for the converted Single Item, and generates an E01 Add Transaction to the Transaction File for the addition of the Single Item to the Component System. NPDMS returns to the Transaction Menu (ND5000MA) screen and displays the message 'Single Case Conversion Successful'.

4.9.10 Transaction Processing for Converting Component System Item to a Single Case

If an item was inadvertently included as part of a Component System, this convert function allows for the conversion of an existing component system item to a single-case record. This module allows the user online entry of the Property Case Number and Property Item Identifier of the component item to be converted. The data is verified to ensure that the case number entered is a component system and checks that the item has not been disposed or deleted. The user also has the option to scroll through each item of the component and select the item to be converted. The system assigns a new Property Case Number to the converted item.

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       03/01/01
ND5000MA / ND5000PA                 TRANSACTION MENU                   14:49:17
                                       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 = **10**
- Prop Case No
- Item Id (optional)
- Press **<Enter>**.
- If the Item Id field is not entered, NPDMS displays the Component System Item Selection screen (ND4110MM) to select the items for conversion.

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4110MM / NDX500PA         COMPONENT SYSTEM ITEM SELECTION            14:53:04
                                                                       MSXXX
Prop Case No: 804101 1060C164
Component System Name: NONE                            FSC Code: 7021  CC: A4
    Haz Mat Ind:      Precious Metals Ind:      Total Number of Components:  3
    DML Code:         Artifact:                 Total Acq Cost:      187500.00
====================== SELECT COMPONENT RECORD TO CHANGE ====================
   Item          Item Name              Turn in Doc Nmbr     Cur   Cur Acq Cost
    Id                                                      Qty
1   01  COMPUTER, DIGITAL                                     25        2500.00
2   02  COMPUTER, DIGITAL                                     25        2500.00
3   03  COMPUTER, DIGITAL                                     25        2500.00
4
5
6
7
8

 Enter the Line No to process: _   (Enter 1-8)
                                                                     More: N
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF              CNCL        PGUP  PGDN
```

INPUT DATA

- Enter the Line No to process — input values = **1 - 8**
- More — input value = **Y** or **blank**
- Press **<Enter>**.
- If the Component System has more than 8 component system items, the More field is filled with a **Y**. Press the **PF20** key. The screen displays an additional 1 - 8 component system items for selection.

4.9.10.1 Assign New Case Number

This process allows the user to convert a Component System Item to a Single Case held on the NPDMS Case File.

- From the Transaction Menu, type **10** at Enter Selection, enter the Property Case Number and the Item Id to access the CONVERT COMPONENT SYSTEM TO CASE screen (ND4800MA).

- Press **<Enter>**. The CONVERT COMPONENT SYSTEM TO CASE screen (ND4800MA) displays either one of two screens, one for Controlled Property or one for Non-Controlled Property.

Appropriate data fields are populated and displayed by the system.

Controlled Property

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4800MA / ND4800PA         CONVERT COMPONENT SYSTEM TO CASE           14:57:44
                                      CO CO                            MSXXX

Prop Case No: 804101 1060C164     Item Id: 01  Cust Acct No: 33001
Local Ref No:                                Turn-In Doc No:
Initiators Name:                       Org Code:       Phone:(     )     -
 Item Name: COMPUTER, DIGITAL                            NSN: 1010
Mfg's Code:        Mfg's Name: GATEWAY 2000                      Mfg Year: 2001
  Model No: BATC                   Part No: 123
 Serial No: 456                   MMA Code:         CC: A4     Cap Sens Code: X
 Item Desc:
       Qty: 25           Unit of Measure: EA      Unit Acq Cost: 2500.00
Warehouse Loc:                Contr Prop:                Tag No:
Reimbursement Code: 2       Grantee Prop:      Contr/Grantee No:
Exc/Sale:   Unclaimed Prop:   Date Found:    /    /    Fair Mkt:
           Shelf Life Type: 0   Exp Date:    /    /    Ext Date:    /    /
Haz Mat Code:       Precious Metals Code: A

                                                        Convert Item (Y/N): _
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                       EXIT
```

or

Non-Controlled Property

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4800MA / ND4800PA         CONVERT COMPONENT SYSTEM TO CASE           14:57:44
                                      CO CO                            MSXXX

Prop Case No: 804101 1060C164     Item Id: 01  Cust Acct No: 33001
Local Ref No:                                Turn-In Doc No:
Initiators Name:                      Org Code:       Phone:(     )     -
 Item Name: COMPUTER, DIGITAL                            NSN: 1010
Mfg's Code:        Mfg's Name: GATEWAY 2000                      Mfg Year: 2001
  Model No: BATC                   Part No: 123
 Serial No: 456                   MMA Code:         CC: A4     Cap Sens Code: X
 Item Desc:
       Qty: 25           Unit of Measure: EA      Unit Acq Cost: 2500.00
Warehouse Loc:                Contr Prop:                Tag No:
Reimbursement Code: 2       Grantee Prop:      Contr/Grantee No:
Exc/Sale:   Unclaimed Prop:   Date Found:    /    /    Fair Mkt:
           Shelf Life Type: 0   Exp Date:    /    /    Ext Date:    /    /
Haz Mat Code:       Precious Metals Code: A

                                                        Convert Item (Y/N): _
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW   CNCL                                       EXIT
```

INPUT DATA

- Convert Item (Y/N) input value = **Y** or **N**
- Press **<Enter>**.
- If the Convert Item field equals **Y**, NPDMS displays the SCREENING TIMEFRAMES (ND5102MB) screen, with the new Property Case Number displayed.

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND5102MB / ND4800PA              SCREENING TIMEFRAMES                14:59:40
                                       CO CO                          MSXXX

Prop Case No:                                  CC: A4
Local Ref No:                                  Turn-In Doc No:
============================ Screening Timeframes ============================
Days                                Begin Dates         End Dates
----                                ------------        ------------
 21_     Installation Screening:    03  01  2001        03  22  2001
 21_        NASA-Wide Screening:    03  01  2001        03  22  2001

GSA and the PDO have authorized the following Screening Timeframes:

 21_    Other Federal Screening:    03  23  2001        04  13  2001
 21_         Donation Screening:    04  14  2001        05  05  2001

Installation Screening Method: C   (C=NPDMS Catalog, F=FAX, L=Local, or
   NASA-Wide Screening Method: C    N=NEMS only)
      Print SF-120 Correction: _     GSA Report Date:    /    /
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                                       EXIT
```

INPUT DATA

- Days
- Installation Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
  - Begin Dates — input format = **MM/DD/YYYY**
  - End Dates — input format = **MM/DD/YYYY**
- Days
- Other Federal Screening

— Begin Dates input format = **MM/DD/YYYY**

— End Dates input format = **MM/DD/YYYY**

- Days
- Donation Screening

— Begin Dates input format = **MM/DD/YYYY**

— End Dates input format = **MM/DD/YYYY**

- Installation Screening Method input values = **C, F, L** or **N**
- NASA-Wide Screening Method input values = **C, F, L** or **N**
- Print SF-120 Correction input value = **C** or **blank** (only if reported)
- 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 re-displays the SCREENING TIMEFRAMES screen (ND5102MB) as long as the user makes changes to any field on this screen.

NOTE: The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the property is reported to GSA and the Print SF-120 Correction is equal to **C**, NPDMS displays the following pop-up window ND5100MD:

```
                      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/01/01
 ND5102MB /                        SCREENING TIMEFRAMES                 15:14:33
                                                                        MSXXX

 Prop Case No:                                   CC: **
 Local Ref No:                                   Turn-In Doc No:
 ============================ Screening Timeframes ============================
 Days                                Begin Dates         End Dates
 ----          ND5100MD
                                GSA Withdrawal Approval Date:  **  **  ****

                        Withdrawal/Correction Narrative:
               ____________________________________________________________
               ____________________________________________________________
               ____________________________________________________________
               ____________________________________________________________

                       Enter 'C' to Cancel: _
------------       ------------
Navigation: ____________________________________________________________
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
```

INPUT DATA

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**.

- NPDMS returns to the SCREENING TIMEFRAMES screen (ND5102MB).

- Press **<Enter>**.

- NPDMS returns to the CONVERT COMPONENT SYSTEM TO CASE screen (ND4800MA) and displays the message *'Component Conversion Successful N10'*. NPDMS then updates the Case History File and Case File; generates an E03 (Delete) to the Transaction History File for the converted Component System Item; and generates an E01 Add Transaction to the Transaction File for the addition of the Case.

NOTE: The initiation of this conversion process may create a performance problem or impose time constraints for completing this function. The user may have to wait a little longer than normal before the final success message appears on the screen. There is a direct relationship between the number of item records involved in the processing, and the time it takes to complete the process (i.e., the more item records in the Component System, the longer time it takes to complete the processing). Processing may involve changing the Component System Level Indicators (i.e., Component System Hazardous Materials Indicator, Precious Metals Indicator, Component System Demilitarization Code, and Component System Artifact Indicator).

4.9.11 Enter SRD & GSA Control Number

This function allows the user to enter the jointly determined Surplus Release Dates (SRD) by GSA and the Property Disposal Officer (PDO) and the GSA supplied Control Numbers that identify when personal property is available for sale. All items in a Component System are assigned the same SRD. Additionally, a Component System's SRD and OFA End Date are set to the same value.

The user may enter the GSA Surplus Release Date or GSA Control Number or both data fields for up to ten (10) Property Case Numbers per screen. A Component System has a GSA Control Number for each item record in the Component System.

NOTE: SRD and GSA Control Numbers must be changed through this process. Once the SRD is entered, the OFA Begin Date may not be modified in any other process (i.e., Change), since these dates must be the same.

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.
- Press **<Enter>**.

The TRANSACTION MENU (ND5000MA) is displayed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5000MA / ND5000PA                  TRANSACTION MENU                  09:23:49
                                        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 = **11**

- Press **<Enter>**. NPDMS displays the ENTER SURPLUS RELEASE DATE & GSA CONTROL NUMBER screen (ND4410MA).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4410MA / ND4410PA ENTER SURPLUS RELEASE DATE & GSA CONTROL NUMBER   09:26:30
                                     EN SR                            MSXXX
FEDSTRIP AAC:  804101

 Prop Case No        Surplus Release Date        Please Enter 'Y' to Add
                                                   a GSA Control Number
   7330S152              __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _
                         __  __  ____                        _

                                                             MORE: N

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR             EXIT
```

INPUT DATA

- Property Case Number

- Surplus Release Date input format = **MM/DD/YYYY**

- Enter ’Y’ to ADD a

- GSA Control Number

- More input value = **Y** if there are additional records to process (the system defaults to **N**)

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the

corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

- If Enter 'Y' to ADD a GSA control Number is blank, the system displays the the Transaction Menu (ND5000MA) along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.

- If Enter 'Y' to ADD a GSA control Number is **Y**, NPDMS displays the Component System ND4110MB pop-up window or the Single Item ND4110MC pop-up window.

- If a **Y** is entered at the Enter 'Y' to ADD a GSA Control Number field and the Property Case is a Component System, the following pop-up window ND4410MB displays:

```
                                                                    09:48:51
                                                                    MSXXX
 ND4410MB                Component System

 Prop Case No:

 Item Id             Item Name              GSA Control Number

                                              _____________
                                              _____________
                                              _____________
                                              _____________
                                              _____________
                                              _____________
                                              _____________
                                              _____________
                                              _____________
                                              _____________
           Please Enter 'C' to Cancel: _           More:

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR             EXIT
```

INPUT DATA

- GSA Control Number

- If the More field displays a **Y**, press the **PF20** Key to scroll down and enter additional GSA Control Numbers. Press the **PF19** Key to scroll up and view previous items. Once entry and viewing is complete, press **<Enter>.** NPDMS redisplays the ENTER SURPLUS RELEASE DATE & CONTROL NUMBER (ND4410MA) screen and evaluates the next Property Case. If all Property Cases have been evaluated, NPDMS

displays the Transaction Menu (ND5000MA) is displayed along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.

- If the More field displays a **N**, press **<Enter>**. NPDMS redisplays the ENTER SURPLUS RELEASE DATE & CONTROL NUMBER (ND4410MA) screen and evaluates the next Property Case. If all Property Cases have been evaluated, NPDMS displays the Transaction Menu (ND5000MA) is displayed along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.

- If a **Y** is entered at the Enter 'Y' to ADD a GSA Control Number field and the Property Case is a Single Case, the following pop-up window ND4410MC displays:

```
                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                  03/01/01
ND4410MA / ND4410PA    ENTER SURPLUS RELEASE DATE & GSA CONTROL NUMBER   09:54:36
                                          ND4410MC

    Prop Case No:

                                          Item Name:

    GSA Control Number: _______________

                                              Please Enter 'C' to Cancel: _
  FEDSTRIP AAC:  804101

   Prop Case No        Surplus Release Date        Please Enter 'Y' to Add
                                                     a GSA Control Number
     7330S152             __  __  ____                        _
                          __  __  ____                        _
                          __  __  ____                        _
                          __  __  ____                        _
                          __  __  ____                        _
                          __  __  ____                        _
                          __  __  ____                        _
                          __  __  ____                        _
                          __  __  ____                        _
                          __  __  ____                        _

                                                                   MORE: N

 Navigation: ____________________________________________________
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR             EXIT
```

INPUT DATA

- GSA Control Number

- Press **<Enter>**. NPDMS redisplays ENTER SURPLUS RELEASE DATE & CONTROL NUMBER (ND4110MA) screen and evaluates the next

Property Case. If all Property Cases have been evaluated, NPDMS displays the Transaction Menu (ND5000MA) is displayed along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.

- If a **Y** is entered at the More field, the (ND4410MA) ENTER SURPLUS RELEASE DATE & CONTROL NUMBER screen is redisplayed for entry of additional Property Case Numbers.

- If a **N** is displayed at the More field, the Transaction Menu (ND5000MA) is displayed along with a message: *'Entry Reference Number Assigned Is = N10 Thru N10'*.

- An E04 Transaction Record and unique Property Transaction ERN are generated for each Property Case Number entered and written to the NPDMS Transaction File. The Case Records' Surplus Release Date and OFA End Date are updated with the same value on the Case File.

4.10 INVENTORY

This process allows initiation of the inventory subsystem. This subsystem provides the PDO with a mechanism to assist in the conduct and recording of required inventories.

Occasionally, items are not found or are not accounted for during this process. Item discrepancies between the NPDMS Data Base and physical inventory records are researched. The results of the research are recorded in the NPDMS Data Base (using the Add, Change, Receipt, Dispositions, and/or Survey Lost Personal Property processes) to bring it into agreement with the physical inventory. This process provides the following options:

- Capture Pre-Inventory Case Data

- Enter/Delete Inventory Data

- Produce Post Inventory Report for Matched and/or Unmatched Items

- Print Final Inventory Report.

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 **6** at Enter Selection to access the Inventory process.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
NDO000MB / NDO000PC                  - MAIN MENU -                      09:59:51
                                        M                               MSXXX


                            1   Queries
                            2   Reports
                            3   Tables
                            4   Case Review
                            5   Transactions
                            6   Inventory
                            7   Retransmit to GSA
                            8   Browse Case
                            .   Exit (End Session)

                            Enter Selection: _

       For Case Review Please Enter - Prop Case No: 804101 ________
                                            Item Id: __

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW                           CLEAR             EXIT
```

INPUT DATA

- Enter Selection input value = **6**

- Press **<Enter>**.

NPDMS displays the INVENTORY MENU screen (ND6000MA).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND6000MA / ND6000PA                   - INVENTORY -                    10:01:03
                                         I                             MSXXX


               1   Pre-Inventory
               2   Enter/Delete Inventory Data
               3   Post Inventory Report
               4   Final Inventory/Reconciliation Report

               Enter Selection: _

               Inventory Date: __  __  ____     (For Selection 1 and 2)

               Function: _                      (For Selection 2)
               (A=Add, D=Delete)

               Prop Case No: 804101 ________     Item ID: __
               (For Delete Function)

Navigation:  ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                                       EXIT
```

INPUT DATA

- Enter Selection — input value = **1**, **2**, **3**, or **4**
- Pre-Inventory Date — input format = **MM/DD/YYYY** (Use only with Selection 1)
- Function — input value = **A** or **D** (Use only with Selection 2)
- Prop Case No — (Use only with Function D)
- Item Id — (Use only with Function D)
- The Press **<Enter>**.

4.10.1 Pre-Inventory Processing

This process allows the user to initiate the inventory process by setting the Property Inventory Begin Date on the case records held on the active NPDMS Case File.

- From the INVENTORY MENU (ND6000MA), type **1** at Enter Selection and the Pre-Inventory Date (MM/DD/YY format).

- Press **<Enter>**.

- NPDMS schedules a batch job to update the active NPDMS Case File with the Property Inventory Begin Date. The batch job is run as a part of the NPDMS Batch Processing.

- The Property Inventory Begin Date is filled with the entered/passed date for all case records residing on the active NPDMS Case File.

4.10.2 Enter Inventory Data

This allows the user to enter the Inventory Data for all Idle NASA Personal property discovered during the physical inventory. This data is used to generate all Inventory-related reports.

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 INVENTORY MENU (ND6000MA), type **2** at Enter Selection and type an **A** at Function.

- Press **<Enter>**. NPDMS displays the INVENTORY DATA screen (ND6020MA).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM         03/01/01
 ND6020MA / ND6020PA              - INVENTORY DATA -                     10:03:05
                                     I                                   MSXXX
Inventory Date: **  **  ****
FEDSTRIP AAC: 804101           Location Bldg: **********     Room: *****

    Prop Case No   Item ID      ECN       Qty     UM    Warehouse Loc

      ________        __      _______    _____    __     ____________
      ________        __      _______    _____    __     ____________
      ________        __      _______    _____    __     ____________
      ________        __      _______    _____    __     ____________
      ________        __      _______    _____    __     ____________
      ________        __      _______    _____    __     ____________
      ________        __      _______    _____    __     ____________
      ________        __      _______    _____    __     ____________
      ________        __      _______    _____    __     ____________
      ________        __      _______    _____    __     ____________

                                     Enter 'C' To Cancel: _
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                     CLEAR             EXIT
```

INPUT DATA

- Inventory Date — input format = **MM/DD/YY**
- Location Bldg
- Room
- Prop Case No
- Item Id
- ECN
- Qty
- UM
- Warehouse Loc

- 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.

- NPDMS then redisplays the INVENTORY DATA screen (ND6020MA) with the following *’Record Successfully Added’*. The user may input more data using the above Steps.

- The Inventory File is updated with new inventory records.

4.10.3 Delete Inventory Data

This process allows the user to delete the Inventory Data from the Inventory File for all Idle NASA Personal property discovered during the physical inventory. This data is used to generate all Inventory-related reports.

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 INVENTORY MENU (ND6000MA), type **2** at Enter Selection, **D** at Function, Prop Case No, and Item Id.

- Press **<Enter>**. NPDMS displays the INVENTORY DATA screen (ND6020MA) containing a message to verify the delete.

- Appropriate data fields are populated and displayed by the system.

```
                      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM         03/01/01
 ND6020MA / ND6020PA             - INVENTORY DATA -                    11:11:04
                                    I                                  MSXXX
Inventory Date: 02  02  2001
FEDSTRIP AAC: 804101           Location Bldg: 4202******     Room: 1368*

    Prop Case No   Item ID      ECN       Qty     UM    Warehouse Loc

      5332S097        01      _______    ____1    EA     4202________









    Enter 'D' To Confirm Delete or Enter 'C' to Cancel: _
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Enter ’D’ to confirm Delete or
  Enter ’C’ to Cancel input value = **D** or **C**

- Press **<Enter>**.

- If **D** to delete, NPDMS then displays the message *’Record Successfully Deleted’* on the INVENTORY DATA screen (ND6020MA); or if **C** to cancel, the system displays the INVENTORY screen (ND6000MA).

- The Inventory record is deleted from Inventory File.

4.10.4 Schedule Post Inventory Report

This process allows the user to schedule the Post Inventory Report.

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 INVENTORY MENU (ND6000MA), type **3** at Enter Selection.
- Press **<Enter>**. NPDMS displays the Post Inventory Report information on the ON-REQUEST REPORTS - DISTRIBUTION screen (ND2200MB).

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2200MB / ND6000PA         ON-REQUEST REPORTS - DISTRIBUTION          11:12:46
                                     I                                 MSXXX

Report Name: POST INVENTORY REPORT
Report Number: 022

Distribution  : xxxxx xxxxx*********
Mail Stop     : CN41***
No of Copies  : 1*
Special Forms : ____
Output Class  : D
Printer Dest  : P3030132
Binding Instructions: U (U,S,V)

Begin Date    : __  __  ____
Ending Date   : 03  01  2001
Number of Days: ___
More Inputs   : NO

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                                       EXIT
```

INPUT DATA

- Distribution

- Mail Stop
- No of Copies
- Special Forms (site specific)
- Output Class (site specific)
- Printer Dest (if Xerox)
- Binding Instructions — input values = **U, S,** or **V**
- Begin Date — input format = **MM/DD/YYYY**
- Ending Date — input format = **MM/DD/YYYY**
- Number of Days
- More Inputs — system display = NO or YES
- 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 schedules the Post Inventory Report, which is run during the Batch Processing. The NPDMS Report File is updated with the information.
- NPDMS redisplays the ON-REQUEST REPORTS screen (ND2200MB) with the message *'Record Successfully Added'*. To return to the INVENTORY screen (ND6000MA) press **PF17**.

4.10.5 Schedule Final Inventory/Reconciliation Report

This process allows the user to schedule the Final Inventory/Reconciliation Report. When the Final Inventory report runs, the Inventory End Date on the Case Record is updated with the Inventory End Date from the Inventory 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.

- From the INVENTORY MENU (ND6000MA), type **4** at Enter Selection.
- Press **<Enter>**. NPDMS displays the Final Inventory/Reconciliation Report information on the ON-REQUEST REPORTS - DISTRIBUTION screen (ND2200MB).

Appropriate data fields are populated and displayed by the system.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND2200MB / ND6000PA         ON-REQUEST REPORTS - DISTRIBUTION          11:14:08
                                     I                                 MSXXX

Report Name: FINAL INVENTORY/RECONCILIATION REPORT
Report Number: 021

Distribution  : xxxxx xxxxx*********
Mail Stop     : CN41***
No of Copies  : 1*
Special Forms : ____
Output Class  : D
Printer Dest  : P3030132
Binding Instructions: U (U,S,V)

Begin Date    : __  __  ____
Ending Date   : 03  01  2001
Number of Days: ___
More Inputs   : NO

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                                       EXIT
```

INPUT DATA

- Distribution
- Mail Stop
- No of Copies
- Special Forms (site specific)
- Output Class (site specific)
- Printer Dest (if Xerox)
- Binding Instructions — input values = **U, S,** or **V**
- Begin Date — input format = **MM/DD/YYYY**
- Ending Date — input format = **MM/DD/YYYY**
- Number of Days
- More Inputs — System display = NO or YES
- 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 schedules the Post Inventory Report, which is run during the Batch Processing. The NPDMS Report File is updated with the information.
- NPDMS redisplays the ON-REQUEST REPORTS screen (ND2200MB) with the message *'Record Successfully Added'*. To return to the INVENTORY screen (ND6000MA) press **PF17**.

4.11 RETRANSMIT GSA REJECTED CASE RECORDS

If GSA rejects records that have been transmitted, the user may re-submit the record after making corrections using the appropriate Change process. Refer to Sections 4.8.2. The user is notified by electronic means of property cases that have invalid or missing data. This process allows the user to enter multiple rejected property case numbers.

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 **7** at Enter Selection to access the Retransmit to GSA process.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
NDO000MB / NDO000PC                  - MAIN MENU -                     11:16:19
                                        M                              MSXXX


                           1   Queries
                           2   Reports
                           3   Tables
                           4   Case Review
                           5   Transactions
                           6   Inventory
                           7   Retransmit to GSA
                           8   Browse Case
                           .   Exit (End Session)

                           Enter Selection: _

       For Case Review Please Enter - Prop Case No: 804101 ________
                                      Item Id: __

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV  RVW                           CLEAR             EXIT
```

INPUT DATA

- Enter Selection input value = **7**

- Press **<Enter>**.

NPDMS displays the RETRANSMIT GSA REJECTED CASE RECORDS screen (ND7000MA).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND7000MA / ND7000PA        RETRANSMIT GSA REJECTED CASE RECORDS         11:17:56
                                      RES G                             MSXXX

Fedaac: 804101

Please Enter Property Case Number(s) for retransmission.


       CASE #                 CASE #                 CASE #
      --------               --------               --------
      ________               ________               ________
      ________               ________               ________
      ________               ________               ________
      ________               ________               ________
      ________               ________               ________
      ________               ________               ________
      ________               ________               ________


Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                                       EXIT
```

INPUT DATA

- Case # input value = last 8 characters of Property Case Number (you may enter 21 case Numbers)

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>.** The system continues to validate each data field until all data passes the edit checks.

- The following occurs: The NPDMS Transaction File is updated.

- NPDMS then displays the message '*Case(s) has been reset for transmission*' and returns to the Main Menu (NDO000MB).

4.12 BROWSE CASE MENU

This process allows the functional user to browse the case and case history files by ECN or DCN. These browses will allow the user to see the case number associated with a specific ECN or DCN.

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 **8** at Enter Selection to access the BROWSE MENU (ND8000MA).

- Press **<Enter>**.

The Browse Menu screen (ND8000MA) is displayed.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND8000MA / ND8000PA                    BROWSE MENU                      11:19:08
                                       BRW                              MSXXX


                         1   Browse Case by ECN

                         2   Browse Case by DCN

                         3   Browse Case History by ECN

                         4   Browse Case History by DCN

       Enter Selection: _



Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV                                                   EXIT
```

INPUT DATA

- Enter Selection input values = 1, 2, 3, or 4
- Press **<Enter>**. NPDMS then displays the requested Browse screen.

Action is performed based on the input on the BROWSE MENU screen (ND8000MA).

4.12.1 Browse Case by ECN

With the selection of option 1 from the Browse Menu the Browse Case by ECN screen will be displayed. This screen allows the user to view Property Case Numbers on the Case File in ECN order.

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 BROWSE MENU (ND8100MA), type **1** at Enter Selection.
- Press <Enter>. The CASE BROWSE BY ECN screen (ND8100MA) displays the Cases on the Active Case file in ECN order and places the cursor on the Start Value field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND8100MA / ND8100PA                CASE BROWSE BY ECN                  11:20:03
                                       BRW ECN                         MSXXX

               CASE NMBR /          ENTRY
     ECN       ITEM NAME      ID    DATE       TURN-IN DOC NO
   -------   --------------   --   --------   -----------------
   G008048   8041016282S028   01   10/08/96
             PROJECTION SYSTEM
   G017134   8041017303S083   01   10/30/97
             DISPLAY UNIT
   G017178   8041016282S030   01   10/08/96
             COMPUTER, MICRO
   G017559   8041017303S085   01   10/30/97
             DISK DRIVE UNIT
   G017560   8041017303S086   01   10/30/97
             DISK DRIVE UNIT
   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
```

DISPLAYED DATA

- ECN
- Prop Case No
- Item ID
- Property Case Entry Date
- Turn-In Doc No display format = MM/DD/YY
- Item Name

INPUT DATA

The Start Value field represents the beginning ECN to start the browse list. For example, if you know that your ECN starts with G1 then enter G1 in the Start Value field.

- Start Value

- Press **<Enter>**, **PF19** or **PF7**, **PF20** or **PF8**.

If a Start Value is typed and enter is pressed, the ECN browse list repositions to the ECN entered or the next closest value after the ECN. IF a Start Value is not entered and enter is pressed or if PF20 pr PF8 is pressed, the next 5 ECNs will be displayed (if there are not 5 ECNs left to browse then the remaining ECN will be displayed). If you press PF19 or PF7, the previous 5 ECNs will be displayed.

4.12.2 Browse Case by DCN

With the selection of option 1 from the Browse Menu the Browse Case by DCN screen will be displayed. This screen allows the user to view Property Case Numbers on the Case File in DCN order.

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 BROWSE MENU (ND8000MA), type **2** at Enter Selection.

- Press <Enter>. The CASE BROWSE BY DCN screen (ND8200MA) displays the Cases on the Active Case file in DCN order and places the cursor on the Start Value field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND8200MA / ND8200PA                CASE BROWSE BY DCN                  11:21:29
                                       BRW DCN                         MSXXX
                                                          CASE
    TURN-IN DOC NO\                                       ENTRY
       ITEM NAME         CASE NMBR      ID     ECN       DATE
   -----------------   --------------   --   -------   --------
   `                   8041015177S130   01   1079509   06/26/95
             PRINTER, ADP
   AAAAAA              8041016177S018   01   G029213   06/25/96
             TEST MACHINE FATIGUE
   ABC111              8041016226S021   01             08/13/96
             MONITOR
   BBBBB               8041016120S002   01   1288342   04/29/96
             DISPLAY UNIT
   HSV-37-001          8041015306S064   01             11/02/95
             MODEM, HAYES
   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
```

DISPLAYED DATA

- Turn-In Doc No
- Prop Case No
- Item Id
- Property Case Entry Date display format = MM/DD/YY
- ECN
- Item Name

INPUT DATA

The Start Value field represents the beginning DCN to start the browse list. For example, if you know that your DCN starts with HSV then enter HSV in the Start Value field.

- Start Value
- Press **<Enter>**, **PF19** or **PF7**, **PF20** or **PF8**.

If a Start Value is typed and enter is pressed, the DCN browse list repositions to the DCN entered or the next closest value after the DCN. IF a Start Value is not entered and enter is pressed or if PF20 pr PF8 is pressed, the next 5 DCNs will be displayed (if there are not 5 DCNs left to browse then the remaining DCN will be displayed). If you press PF19 or PF7, the previous 5 DCNs will be displayed.

4.12.3 Browse Case History by ECN

With the selection of option 3 from the Browse Menu the Browse Case History by ECN screen will be displayed. This screen allows the user to view Property Case Numbers on the Case History File in ECN order.

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 BROWSE MENU (ND8000MA), type **3** at Enter Selection.
- Press <Enter>. The CASE BROWSE HISTORY BY ECN screen (ND8300MA) displays the Cases on the Case History file in ECN order and places the cursor on the Start Value field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND8100MA / ND8300PA            CASE HISTORY BROWSE BY ECN              11:22:22
                                     BRW ECNH                          MSXXX

               CASE NMBR /          ENTRY
     ECN       ITEM NAME      ID    DATE       TURN-IN DOC NO
   -------   --------------   --   --------   -----------------
   G015786   8041016282S029   01   10/08/96
             POWER SUPPLY
   G015786   8041017303S080   01   10/30/97
             POWER SUPPLY
   G015863   8041017303S081   01   10/30/97
             DISPLAY UNIT
   G015864   8041017303S082   01   10/30/97
             COMPUTER, MINI
   G016368   8041017303S079   01   10/30/97
             PRINTER, ADP
   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
```

DISPLAYED DATA

- ECN
- Prop Case No
- Item Id
- Property Case Entry Date display format = MM/DD/YY
- Turn-In Doc No
- Item Name

INPUT DATA

The Start Value field represents the beginning ECN to start the browse list. For example, if you know that your ECN starts with G1 then enter G1 in the Start Value field.

- Start Value
- Press **<Enter>**, **PF19** or **PF7**, **PF20** or **PF8**.

If a Start Value is typed and enter is pressed, the ECN browse list repositions to the ECN entered or the next closest value after the ECN. IF a Start Value is not entered and enter is pressed or if PF20 pr PF8 is pressed, the next 5 ECNs will be displayed (if there are not 5 ECNs left to browse then the remaining ECN will be displayed). If you press PF19 or PF7, the previous 5 ECNs will be displayed.

4.12.4 Browse Case History by DCN

With the selection of option 1 from the Browse Menu the Browse Case History by DCN screen will be displayed. This screen allows the user to view Property Case Numbers on the Case History File in DCN order.

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 BROWSE MENU (ND8000MA), type **4** at Enter Selection.
- Press <Enter>. The CASE BROWSE HISTORY BY DCN screen (ND8400MA) displays the Cases on the Case History file in DCN order and places the cursor on the Start Value field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND8200MA / ND8400PA            CASE HISTORY BROWSE BY DCN              11:23:16
                                       BRW DCNH                        MSXXX
                                                          CASE
    TURN-IN DOC NO\                                       ENTRY
       ITEM NAME         CASE NMBR      ID     ECN       DATE
   -----------------   --------------   --   -------   --------
   ABC111              8041016226C020   01             08/13/96
             MONITOR
   HSV-37-011          8041015306S074   01             11/02/95
             PRINTER
   NS199507270506000   8041015213S062   01             08/01/95
             SPIDER, UNIVERSAL JOINT
   NS199507270507000   8041015213S063   01             08/01/95
             LEVER, REMOTE CONTROL
   NS199507270508000   8041015213S064   01             08/01/95
             CUP, HYDRAULIC BRAKE CYLINDER
   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
```

DISPLAYED DATA

- Turn-In Doc No
- Prop Case No
- Item Id
- Property Case Entry Date display format = MM/DD/YY
- ECN
- Item Name

INPUT DATA

The Start Value field represents the beginning DCN to start the browse list. For example, if you know that your DCN starts with HSV then enter HSV in the Start Value field.

- Start Value
- Press **<Enter>**, **PF19** or **PF7**, **PF20** or **PF8**.

If a Start Value is typed and enter is pressed, the DCN browse list repositions to the DCN entered or the next closest value after the DCN. IF a Start Value is not entered and enter is pressed or if PF20 pr PF8 is pressed, the next 5 DCNs will be displayed (if there are not 5 DCNs left to browse then the remaining DCN will be displayed). If you press PF19 or PF7, the previous 5 DCNs will be displayed.

5. NPDMS OPERATIONAL PROCEDURES

5.1 GENERAL FUNCTIONS

Batch Processing in NPDMS consists of three distinct subsystems, where each performs separate processing functions. Each subsystem is initiated by the Processing Driver (NDB000PA) during the nightly batch run (ND01). Batch Processing provides for regular processing that is required by NPDMS to support the property disposal and utilization function effectively and accurately. As with any system, NPDMS has certain batch processes that need to take place cyclically and as requested. The only requirement is to first complete the supply system (NSMS) batch processing prior to submitting the NPDMS batch driver job (ND01). The NPDMS batch process is composed of the following:

- NPDMS/NSMS Batch Interface
- Report Processing
- Internal Processing

The NSMS Batch Interface processes materials inventory items from NSMS and other supply systems that are provided on the NPDMS/NSMS Interface File (ND-NSMS) and are scheduled as part of the internal batch system processing. After the successful edit of the materials inventory items, NPDMS then adds the records to the NPDMS Case File (ND-CASE). Each record not passing the edits and validation criterion is updated in the interface file with an appropriate error message for correction, then it can be resubmitted with other items. The NPDMS and NSMS interface generates three reports: NSMS Accepted Items Report, NSMS Rejected Items Report and NSMS Matched/Overage/Underage Report.

The Report Processing provides for the generation of standard reports based upon selection and scheduling from the online Report Processing Subsystem.

The Report Processing is initiated by System Operations on a daily basis by submitting job ND01, which should run after hours. It reads the NPDMS Report File (ND-REPORT) for records that have Report Effective Date equal to or less than the current system date (*DATX) and if the Report Status field on the record is equal to 'space', then the Report File record is accepted and processed resulting in the submission of a batch job to produce the desired report. Reports are sent to the individual designated in the 'Distribution' field on the NPDMS Report Subsystem scheduling screens.

The Internal Processing provides the capability for the following types of regular maintenance jobs that are performed as part of the daily clean-up routine:

- Case Number Serial Number Reset (Table 100)
- Entry Reference Number Serial Number Reset (Table 110)
- Report DD-1348 Document Number Serial Number Reset (Table 112)
- NP/NEMS Entry Reference Number Serial Number Reset (Table 115)
- Sale Number Serial Number Reset (Table 113)
- Sales Receipt Serial Number Reset (Table 135).

A generic job card will be provided by the development team, which will be tailored to each installation's needs, in consultation with the local ADP personnel, during the NPDMS Team's verification visit. Files identified in the *NPDMS Version Description Document* (VDD) should be included in each installation's regular backup procedures.

The general functions are supported by system administration, ADP support personnel, data base administration, systems and operations personnel. Specific procedures are unique to each receiving site. Generally, the system administration personnel along with the Property Disposal Officer (PDO) decide what groups of personnel or combinations of personnel may have access to particular system functions. For example, one group may have only access to the add function, while another group may have access only to the delete function.

The system administrator and PDO with assistance from ADP support personnel identify the Center's Profile requirements (i.e., Center default printer destination, GSA and DRMO defaults, and order of processing). The result of the System Administrators/PDO user access assignments is implemented and maintained by the Natural Security Administrator. The Natural Security Administrator/Data Base Administrator (DBA) sets up access through the use of NATURAL Security and ties it to the Natural Command Processor. For more information refer to Section 3.2 Security.

5.1.1 Systems Administration/ADP Support Personnel

Authorization to access NPDMS is coordinated and controlled by the site's NPDMS system administration personnel. The System Administrator coordinates the assignment of authorized user-id and password, authorization codes, specific user capabilities, and controls the limitations to various functions within the NPDMS application.

User-ids and password combinations are required to access CICS, TSO and the NPDMS NATURAL application. The password is used at logon time to access the system for entry of specific functions. The System Administrator coordinates with systems and operations personnel and/or Security Administrators/Data Base Administrators for system application accesses. For more information refer to Section 3.2 Security.

The System Administrator identifies which functional activities a user has authorization to use. A template listing functional activities is provided in Appendix F. The template may serve as a way of communicating user authorization for functional activities to the DBA or Security Administrator. NOTE: The System Administrator must identify each functional activity that the user does not have authorization to use. For example, to disallow access to the reports function, identify all of the following activities: Reports, List Rpt, Process Rpt, Reports Schedule, Add Rpt, Change Rpt, Delete Rpt.

The System Administrator uses online table functions to process additions, changes and deletions to the following system tables:

- Establish and modify security requirements using the NPDMS User Access Table to permit specific user access to perform online updates and maintenance of NPDMS data. The System Administrator uses the online table functions to control NPDMS user access.

- Identify, establish, and maintain the Center's Profile requirements (i.e., Center default printer destination, GSA and DRMO defaults, and order of processing).

- Identify, establish, and maintain the Installation Codes for the validation and retrieval of Subinstallation data.

- Identify, establish, and maintain the Printer Destinations for the validation and retrieval of specific printer data.

Refer to Section 4.6 of the UOG for detailed processing instructions.

ADP Support personnel provide assistance with loading Job Control Language (JCL) in the Center Profile and User Access Tables, and identifying printer names and locations for remote printing. ADP Support personnel are responsible for modifying the JCL Table. Refer to UOG Section 5.2 and Appendix H for more information.

NOTE: All other system tables not identified above are normally provided and maintained by the Development Team. The System Administrator may modify other system tables only in an emergency; however, the site is responsible for maintaining those modifications. Also, the site must immediately notify the Development Installation of the modifications. This procedure allows the Development Installation to install the changes prior to a NASA-wide distribution of the next NPDMS release.

5.1.2 Data Base Administration/Security Administration

Installation will be performed in accordance with the *AIM Program Guidance, Standards and Guidelines* (Volume III) as described in the AIM Standard Operating Procedures For Centralized Distribution Of AIM Application Releases Section and the *NPDMS Version Description Document AIM-NPDMS-VDD-13*.

The NPDMS Development Team will transfer the application software, data tables, and associated PREDICT data to the Distribution Installation located at NASA Headquarters prior to start of the installation of NPDMS. The AIM Distribution Bulletin Board will be updated accordingly.

The receiving NASA Site DBA will perform the installation of NPDMS at their site with the use of the VDD that is provided by the NPDMS Development team. The receiving NASA Site will perform the following activities:

- Retrieve NPDMS application software and data from the Central Distribution Installation (NASA Headquarters);

- Load the NPDMS training data into the NPDMS Training Data Base using the ADABAS load utilities;

- Load the NPDMS test data into the NPDMS Test Data Base using the ADABAS load utilities.

The DBA/Security Administrator provides and maintains access to the NPDMS users through the use of Natural Security and sets up functional Security for each user or groups of users. Functional Security is coordinated with the System Administrator, who will identify which functions a user may have access to. A template (NPDMS User Authorization Form) to coordinate the identification of functional security items is provided in Appendix F. NOTE: The functional activities that the user does not have authorization to use must be specific. For example, to limit user access to all report functions, the DBA must disallow all of the following Command Processor global commands: Reports, List Rpt, Process Rpt, Reports Schedule, Add Rpt, Change Rpt, Delete Rpt. Refer to Section 3.2 Security for further access information. For details, refer to the Command Processor manual from Software AG. The Security Administrator is responsible for the maintenance of data and application software on an on-going basis. The NPDMS team will assist in setting up functional security as it relates to the Command Processor.

5.1.3 Operations Personnel

NSMS and NPDMS batch processing must be executed in a specific order. The supply system (NSMS) batch processing must finish before Operations Personnel may submit the NPDMS batch driver (ND01). Refer to Order Of Processing in Section 5.2 and Appendix H.

Use site-specific data base save and recovery policies and procedures to run daily Restart/Recovery-backups.

NPDMS produces a report cover page for Report Output Distribution. Information on the report cover page is pulled from the NPDMS Report File.

5.2 SYSTEMS OPERATIONS

The NPDMS System Operations Requirements are composed of the following:

- Processing Driver Module must be scheduled and executed by Operations on a daily basis. NDB000PA generates the Job Control Language (JCL) necessary to run the particular batch job for each Maintenance and Report record encountered in the NPDMS Report File (ND-REPORT) with the proper Report Effective Date and Report Status Code (= 'blank'). The installation team will assist local ADP personnel in setting up the JCL for the batch processor driver. A sample of the JCL is provided in Appendix H.

  This is accomplished by reading the User Access Table for the record with Table ID equaling '001' and Record Key equaling the User ID on the Report File. The User-Job-Card (information) is then moved to the system JCL reader to execute the job. The details of JCL, which is stored in the NPDMS Table 140, may be referenced in the following documents: Section 2.3.8 of the *NPDMS Design Specification AIM-NPDMS-DS-08*, Appendix F of the *NPDMS Version Description Document AIM-NPDMS-VDD-13* and a sample of Table 140 is provided in Appendix H of this document.

  For each record read, the Report/Maintenance Program Id field on the record is used and the control is passed to the program contained in this field. This module first issues a 'CALLNAT NDB000NB' (Generate Report Cover Sheet) to print the "cover sheet" for the Report and program processing begins. Once program processing has completed, one of two things will happen. If the record read is for a standard cyclical report or maintenance job, it contains a value in the Report Frequency field (1 through 7) and a 'CALLNAT NDB000NA' is issued to increment the Report Effective Date that is incremented by this value. If this is an on-request report the record on the Report File is deleted.

  For example, if the Report Frequency (= '2'), meaning the field value is weekly, the Report Effective Date is incremented by seven days. The next report record is read and the process is repeated until all of the report/maintenance records on the (ND-REPORT) are processed.

- Order of Processing: As with any system, NPDMS has certain batch processes that need to take place cyclically and as requested. The NSMS batch processing must complete prior to submitting the NPDMS batch driver (Job ND01). The NPDMS order of processing is determined by the execution

sequence number (RPT-EXCTN-SEQ-NMBR) on the report file (ND-REPORT). The batch processing driver reads the ND-REPORT file by the execution sequence number (RPT-EXCTN-SEQ-NMBR) and submits the job in that predetermined sequence. The execution sequence number is maintained on the Report Maintenance Table (Table Id 055). The execution sequence numbers 0001 and 9000 through 9999 are reserved for NPDMS batch maintenance processes. The NSMS/NPDMS Interface, which has execution sequence number 0001, is the first to process. Several reports need to run in a specific order to ensure valid data is used for succeeding reports. These are as follows:

- NDR110PA GSA Data Set Generation
- NDR120PA SF-120 Report of Excess Personal Property
- NDR130PA SF-120 Withdrawal/Correction
- NDR002PA Pending GSA Acknowledgment
- NDR150PA NASA 1638 NPDMS Idle Personal Property Pickup Authority
- NDR001PA Awaiting Pickup
- NDR140PA DD-1348-1A DRMO Issue Release/Receipt Document
- NDR006PA Freeze Status
- NDR022PA Post Inventory
- NDR021PA Final Inventory/Reconciliation

The NPDMS Serial Number Reset Process must be the second to last job to run, which has execution sequence number 9800. The last job to run is the Batch Audit Report, which has an execution sequence number 9900. Site specific report numbers (NDRXXX) are in the range of 900-998, which must be assigned an execution sequence number in the range of 8000 through 8999.

The NPDMS JCL Batch job that executes NDR110PA (GSA Data Set Generation) writes the data set to Direct Access Storage Device (DASD).

The data set is a Generation Data Group (GDG) of 6 generations. Once the data set is created by NDR110PA, it is transmitted to NASA Headquarters via the Network Data Mover (NDM). Each Installation should schedule NDR110PA to run every Wednesday. If there is a problem in the transmission, the data set can be re-transmitted on Thursday. If the NASA Headquarters does not receive an Installation's transmission by Thursday evening, it will not be consolidated with the other Installations' data. Refer to Figure 5.4, NPDMS GSA Electronic Transmission Timeline. Refer to Section 5.4 for further details about NASA Headquarters consolidation software.

- Remote Printing allows the ability to print reports at Host addressable printers only. This is accomplished by specifying the printer destination for the remote printer when scheduling the report. All reports are printed on designated remote printers.

- Default Job Card JCL load in Center Profile Table can be tailored for site specific software and hardware requirements.

- Restart/Recovery-backups must be run daily, with data base saves and recovery using site-specific policies and procedures.

Figure 5.1.3 displays the Software Architecture of this subsystem.

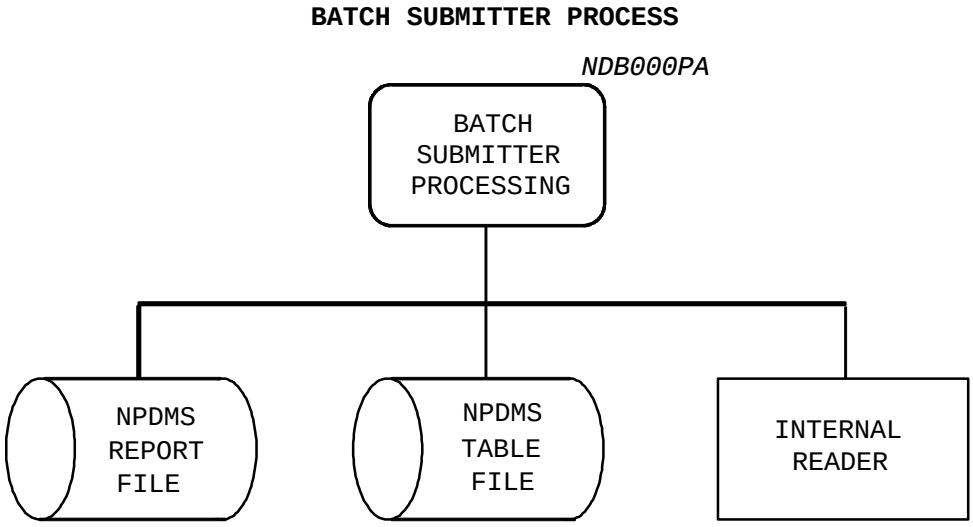


Figure 5.1.3 - Batch Submitter Process Software Architecture

The following is a list of the standard Report and Maintenance Jobs supplied with NPDMS:

PROGRAM	MAINTENANCE JOB NAME
NDM100PA	NASA Supply Management System Interface Pickup Authorization
NDM200PA	ERN and Serial Number Reset
NDM300PA	Batch Audit Report
NDM610PA	Set Pre-Inventory Date

PROGRAM	REPORT JOB NAME
NDR001PA	Awaiting Pickup
NDR002PA	Pending GSA Acknowledgment
NDR003PA	Sales Listing
NDR004PA	Items reported to GSA Over 180 Days
NDR005PA	Foreign Screening
NDR006PA	Freeze Status
NDR007PA	NEMS Interface Report
NDR008PA	Property Held by Property Disposal Officer
NDR009PA	Monthly Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property
NDR010PA	Annual Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property
NDR011PA	Foreign Disposal Approval
NDR012PA	NASA Form 811 - Determination for Classification of Property as Scrap/Salvage
NDR013PA	NASA form 812 - Determination for Authorization to Abandon or Destroy

	Surplus Property
NDR014PA	Idle Property Screening List
NDR015PA	Cases Eligible for Transfer to DRMO Listing
NDR016PA	Daily Transaction Report
NDR017PA	Annual Report of Exchange/Sale Transactions
NDR018PA	Sales Prep
NDR019PA	Abstract of Bids
NDR020PA	Bidder's Notification of Award
NDR021PA	Final Inventory/Reconciliation
NDR022PA	Post Inventory
NDR023PA	Performance Measures
NDR024PA	NSMS Accepted Items
NDR025PA	NSMS Rejected Items
NDR026PA	NSMS Matched/Overage/Underage
NDR027PA	Sales Slip, Sale of Government Personal Property
NDR110PA	GSA Data Set Generation
NDR120PA	SF-120 Report of Excess Personal Property
NDR130PA	SF-120 Withdrawal/Correction
NDR140PA	DD-1348-1A DRMO Issue Release/Receipt Document
NDR150PA	NASA 1638 NPDMS Idle Personal Property Pickup Authority
NDR160PA	Annual Report of Personal Property Provided to Non-Federal Organization
NDR170PA	Catalog for Stevenson-Wydler Screeners
NDR180PA	Status Report for Cases Undergoing Federal Screening
NDR180PB	Status Report for Cases Undergoing NASA-Wide Screening

NDR190PA	Status Report for Cases Undergoing Donation Screening
NDR200PA	Equipment Available for Federal Agencies
NDR210PA	IFM Interface File
NDR220PA	Archive History Files

All mandatory (identified by *) and optional (on-request) Maintenance Jobs and Reports are run in a specific order during batch processing as follows:

REPORT/MAINTENANCE PROCESS	RPT/MAINT PROGRAM ID
*Supply Management System Interface	NDM100PA
Other Scheduled Report Processing	
GSA Data Set Generation	NDR110PA
SF-120 Report of Excess Personal Property	NDR120PA
SF-120 Withdrawal/Correction	NDR130PA
Pending GSA Acknowledgment	NDR002PA
NASA 1638 NPDMS Idle Personal Property Pickup Authority	NDR150PA
Awaiting Pickup	NDR001PA
DD-1348-1A DRMO Issue Release/Receipt Document	NDR140PA
Freeze Status	NDR006PA
Post Inventory	NDR022PA
Final Inventory/Reconciliation	NDR021PA
Sales Listing	NDR003PA
Performance Measures	NDR023PA
Items reported to GSA Over 180 Days	NDR004PA
Foreign Screening	NDR005PA
NEMS Interface Report	NDR007PA
Property Held by Property Disposal Officer	NDR008PA
Monthly Report of Utilization and Disposal of	NDR009PA

Idle, Excess, and Surplus NASA Personal Property	
Annual Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property	NDR010PA
Foreign Disposal Approval	NDR011PA
NASA Form 811 - Determination for Classification of Property as Scrap/Salvage	NDR012PA
NASA form 812 - Determination for Authorization to Abandon or Destroy Surplus Property	NDR013PA
Idle Property Screening List	NDR014PA
Cases Eligible for Transfer to DRMO Listing	NDR015PA
Daily Transaction Report	NDR016PA
Annual Report of Exchange/Sale Transactions	NDR017PA
Sales Prep	NDR018PA
Abstract of Bids	NDR019PA
Bidder’s Notification of Award	NDR020PA
NSMS Accepted Items	NDR024PA
NSMS Rejected Items	NDR025PA
NSMS Matched/Overage/Underage	NDR026PA
Sales Slip, Sale of Government Personal Property	NDR027PA
Annual Report of Personal Property Provided to Non-Federal Organization	NDR160PA
Catalog for Stevenson-Wydler Screeners	NDR170PA
Status Report for Cases Undergoing Federal Screening Status Report for Cases Undergoing NASA-Wide Screening	NDR180PA NDR180PB
Status Report for Cases Undergoing Donation Screening	NDR190PA
Equipment Available for Federal Agencies	NDR200PA
IFM Interface File	NDR210PA

Archive History Files	NDR220PA
Set Pre-Inventory Dat	NDM610PA
Site-specific Reports	NDR9xxPA
*ERN and Serial Number Reset	NDM200PA
Batch Audit Report (optional, but advise this job run daily to easily obtain status from job history of all jobs that ran)	NDM300PA

5.3 NSMS INTERFACE

NPDMS has the capability to interface with NSMS via ADABAS Files that provide the data needed for NPDMS to control the day-to-day operations of materials inventory property.

5.3.1 NSMS Add

To perform an NSMS Add, property items are entered into NPDMS through an electronic (batch) interface on the NPDMS/NSMS Interface File. The following occurs:

- The submitted items are identified to NPDMS as Type 1 records.
- The NSMS Type 1 records are validated by NPDMS and established as a Non-Controlled Add to the NPDMS Case File.
- A Property Case Number is generated.
- An E01 record is generated on the Transaction File.
- Type 1 records on the Interface File are updated to a Type 2 (accepted) with a Property Case Number assigned to each record.
- Type 1 records on the Interface file that fail edit-checks are updated to a Type 3 (rejected) and are sent back to NSMS for correction and later re submission.

5.3.2 NSMS Receipt

Type 4 (Receipt) processing is performed online (see UOG Section 4.8.4). NSMS will delete type 4 records from the Interface File. If the NSMS items received are a quantity of zero, the user may delete the case record from the Case File using the Receipt process. NPDMS will notify NSMS via the NSMS Underage Report.

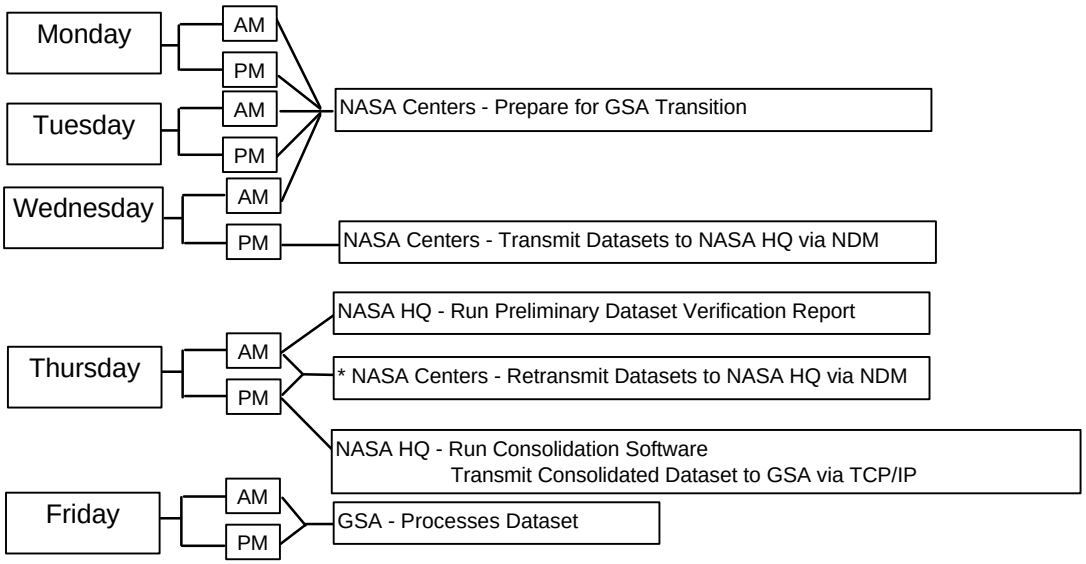
5.4 NASA HEADQUARTERS CONSOLIDATION SOFTWARE

A JCL Batch job is run once a week (Thursday morning and if necessary, Friday morning) at NASA Headquarters, which will execute programs NDMGSAPA and NDMGSAPB. Program NDMGSAPA provides a report of the data sets received at NASA Headquarters by the various NASA Installations. Program NDMGSAPB consolidates the data sets and provides a report of personal property of NASA Installations to GSA. If the header and/or footer records are missing in any of the data sets, the data sets will not consolidate and an appropriate message is written on the report. Processing is performed only if the effective date (date indicated in data set header records) is blank. The program strips the headers and footers from the incoming data sets. The data sets that are accepted are consolidated into one data set, which is a new generation of a GDG. The GDG contains 6 generations. Each accepted data set has the current date moved to the effective date on the header records

Program NDMGSAPB also generates a report of the consolidation effort. For each data set, the report shows the name of the NASA Installation that transmitted it, the total number of records written, and the total number of cases reported to GSA from that Installation. At the end of the report, it shows the total number of records written for all Installations and the total number of cases for all Installations reporting to GSA.

The consolidated data set is transmitted to a Personal Computer (PC) at GSA. This is done using File Transfer Protocol, which is resident on the NASA Headquarters mainframe. The data set is sent to the GSA PC. The Internet address of the transmission is 159.142.66.194.

NASA Property Disposal Management
GSA Electronic Transmission Timeline



NASA Centers - Retransmit Datasets to NASA HQ vie NDM
Second chance to transmit if first transmission was incomplete or unsuccessful

NOTE: If any Center(s) dataset is not received by NASA HQ by COB Thursday (4:00 PM Eastern Standard Time)

6. APPENDIX A - APPLICABLE DOCUMENTS

The documents of the exact issue as shown in subsections 6.1 (Reference Documents) and 6.2 (Related Documents) form a part of this document to the extent described herein. In the event of a conflict between the documents referenced herein and the contents of this document, the contents of this document shall be considered a superseding requirement to the previous documents.

6.1 REFERENCE DOCUMENTS

The following documents and publications provide information pertinent to the information in this document.

1. AIM Program Guidance: Life Cycle Management, Volume I
2. AIM Program Guidance: Document Specification, Volume II
3. AIM Program Guidance: Standards and Guidelines, Volume III
4. Federal Property Management Regulations Part 101-43 Utilization of Personal Property (Amendment H-103, August 1977)

6.2 RELATED DOCUMENTS

This section lists all related documents which provide supporting information to the User And Operations Guide.

1. NPDMS Requirements Specification - AIM-NPDMS-RS-04, April 1996
2. NPDMS Design Specification - AIM-NPDMS-DS-08, April 1996
3. NPDMS Project Management Plan - AIM-NPDMS-PMP-13, May 1995
4. NPDMS Data Dictionary - AIM-NPDMS-DD-04.5, April 1996
5. Test Plan and Procedures - AIM-NPDMS-TPP-09, April 1996
6. Training Plans and Procedures - AIM-NPDMS-TRPP-11, October 1994

7. System Implementation Plan - AIM-NPDMS-SIP-12, February 1994

8. NPDMS Configuration Management Plan - AIM-NPDMS-DS-05, October 1991

9. NPDMS Product Assurance Plan - AIM-NPDMS-DS-07, April 1991

10. User and Operations Guide - AIM-NPDMS-UOG-10, August 1995

7. APPENDIX B - ACRONYMS

ADP	Automated Data Processing
ADPE	Automated Data Processing Equipment
AIM	Automated Information Management
CI	Configuration Item
CICS	Customer Information Control System
CSCI	Computer Software Configuration Item
DASD	Direct Access Storage Device
DBA	Data Base Administration
DBCI	Data Base Configuration Item
DD	Data Dictionary
DI	Development Installation
DODAAC	Department Of Defense Area Activity Code
DRMO	Defense Reutilization and Marketing Office
DS	Design Specification
ECN	Equipment Control Number
ERN	Entry Reference Number
FSC	Federal Supply Classification
GDG	Generation Data Group

GSA	General Services Administration
GSFC	Goddard Space Flight Center
INTERNET	Interconnected Network
LLCSC	Lower Level Computer Software Components
MMAC	Materiel Management Aggregation Code
MSC	Material Screening Code
NASA	National Aeronautics and Space Administration
NDM	Network Data Mover
NEMS	NASA Equipment Management System
NPDMS	NASA Property Disposal Management System
NSMS	NASA Supply Management System
OFA	Other Federal Agency
PC	Personal Computer
PDO	Property Disposal Officer
PF	Program Function (keys)
PFM	Program Functional Manager
PTM	Program Technical Manager
RIC	Routing Identifier Code
SF	Standard Form

SNA/SDLC	Systems Network Architecture/Synchronous Data Link Control
SRD	Surplus Release Date
TLCSC	Top Level Computer Software Components
TSO	Time Sharing Option
UOG	User And Operations Guide
VDD	Version Description Document

Number	Short Message (English)
DVNPDMS0028	0028 THIS IS AN INVALID COMMAND
DVNPDMS1000	1000 CASE NUMBER IS REQUIRED FOR THIS OPTION
DVNPDMS1001	1001 INVALID SELECTION - MUST BE ’1’ - ’14’ OR ’X’
DVNPDMS1002	1002 COMMENTS MUST BE ENTERED PRIOR TO UPDATE
DVNPDMS1003	1003 NO TRANSACTIONS FOUND RELEVANT TO THIS CASE
DVNPDMS1004	1004 THIS CASE IS NOT RESIDENT ON THE HISTORY FILE
DVNPDMS1005	1005 NO HISTORICAL TRANSACTIONS FOUND RELEVANT TO THIS CASE
DVNPDMS1006	1006 CASE NUMBER IS EXTRANEOUS FOR THIS OPTION
DVNPDMS1007	1007 INVALID RESPONSE - MUST BE ’B’ OR ’ ’
DVNPDMS1008	1008 ONLY ’ ’ OR ’X’ IS PERMITTED IN THIS FIELD
DVNPDMS1009	1009 PLEASE ENTER ’Y’ FOR MORE SELECTIONS OR ’P’ TO PROCESS
DVNPDMS1010	1010 FIELD OPTION INDICATED IS OUT OF RANGE
DVNPDMS2000	REPORT SUCCESSFULLY SCHEDULED
DVNPDMS2001	REPORT SUCCESSFULLY RESCHEDULED
DVNPDMS2002	REPORT SUCCESSFULLY DELETED
DVNPDMS2003	2003 INVALID ENTRY - ENTER VALID SELECTION OR ’X’
DVNPDMS2005	2005 SELECT CASES TO PRINT 1348 ENDED - NO RECORDS FOUND
DVNPDMS2006	2006 RECORD NOT FOUND FOR THE REPORT
DVNPDMS2007	ALTER SCHEDULED REPORTS ENDED NORMALLY
DVNPDMS2008	2008 NO REPORTS ARE CURRENTLY SCHEDULED
DVNPDMS2009	2009 SCHEDULED REPORTS ENDED - NO RECORDS FOUND FOR :1:
DVNPDMS2010	2010 ENDING DATE REQUIRED FOR REPORTS ’008’, ’009’, AND ’010’
DVNPDMS2011	2011 UPDATE REPORTS ENDED - NO RECORDS FOUND
DVNPDMS2012	UPDATE REPORTS ENDED NORMALLY - NEW REPORT SCHEDULED
DVNPDMS2013	UPDATE REPORTS ENDED NORMALLY - REPORT RE-SCHEDULED
DVNPDMS2014	UPDATE REPORTS ENDED NORMALLY - REPORT DELETED

Number	Short Message (English)
DVNPDMS2015	2015 SELECT CASES TO PRINT 1348 ENDED - NO RECORDS FOUND
DVNPDMS2016	DRMO FORM 1348-1A SUCCESSFULLY SCHEDULED TO PRINT
DVNPDMS2017	2017 LIST REPORTS ENDED - NO RECORDS FOUND
DVNPDMS2018	LIST REPORTS BY FREQUENCY ENDED NORMALLY
DVNPDMS2019	2019 SELECT ON-REQUEST REPORTS ENDED - NO RECORDS FOUND
DVNPDMS2020	REPORT NUMBER :1: SUCCESSFULLY SCHEDULED
DVNPDMS2021	REPORT ALTERED SUCCESSFULLY
DVNPDMS2022	2022 ALTER SCHEDULED REPORTS ENDED WITH NO UPDATES
DVNPDMS2023	2023 INVALID ENTRY - PLEASE ENTER ’Y’ OR ’N’
DVNPDMS2024	SELECT ON-REQUEST REPORTS ENDED NORMALLY
DVNPDMS2025	UPDATE STANDARD REPORTS ENDED NORMALLY
DVNPDMS2026	SELECT CASES FOR PRINTING DRMO FORM 1348-1A ENDED NORMALLY
DVNPDMS2027	2027 DAYS ARE MANDATORY FOR REPORT 001
DVNPDMS2028	2028 MUST SELECT AT LEAST ONE REPORT
DVNPDMS2029	2029 ENTER ’C’ TO BYPASS DATA ENTRY
DVNPDMS2030	2030 THIS REPORT MAY ONLY BE SCHEDULED THRU THE INVENTORY SYSTEM
DVNPDMS2031	2031 REPORT CURRENTLY SCHEDULED - THIS VALUE CANNOT BE CHANGED
DVNPDMS2032	2032 LENGTH OF PARAMETERS EXCEEDS ALLOWABLE LIMIT
DVNPDMS2033	2033 BEGIN DATE NOT REQUIRED FOR THIS REPORT
DVNPDMS2034	2034 END DATE NOT REQUIRED FOR THIS REPORT
DVNPDMS2035	2035 THE NUMBER OF DAYS ENTRY IS NOT REQUIRED FOR THIS REPORT
DVNPDMS2036	2036 TOP OF LIST
DVNPDMS3000	3000 INVALID ENTRY - MUST BE NUMERIC AND COMPLETELY FILLED IN
DVNPDMS3001	3001 USER NOT AUTHORIZED FOR THIS ACTIVITY
DVNPDMS3002	3002 NO OTHER DATA MAY BE ENTERED ON INITIAL ENTRY
DVNPDMS3003	RECORD SUCCESSFULLY ADDED

Number	Short Message (English)
DVNPDMS3004	3004 UNABLE TO ADD - THIS KEY IS CURRENTLY PRESENT IN THE TABLE
DVNPDMS3005	3005 INSUFFICIENT DATA ENTERED TO CREATE A NEW TABLE RECORD
DVNPDMS3006	3006 RECORD NOT FOUND IN TABLE
DVNPDMS3007	3007 DATA ENTERED IS INCORRECT FOR SPECIFIC RECORD ACCESS
DVNPDMS3008	3008 PLEASE ENTER ’P’ TO PROCESS ADD OR ’C’ TO CANCEL
DVNPDMS3009	3009 ACTIVITY CANCELLED BY USER - NO ACTION TAKEN
DVNPDMS3010	RECORD SUCCESSFULLY CHANGED
DVNPDMS3011	3011 PLEASE VERIFY DELETE
DVNPDMS3012	RECORD SUCCESSFULLY DELETED
DVNPDMS3013	3013 INVALID ENTRY - PLEASE RE-ENTER
DVNPDMS3014	3014 INVALID ENTRY - MUST BE ’1’ - ’5’
DVNPDMS3015	3015 REPORTING INSTALLATION FAX NUMBER IS A REQUIRED FIELD
DVNPDMS3016	3016 REIMBURSEMENT CODE MUST BE ON REIMBURSEMENT CODE TABLE
DVNPDMS3017	3017 INVALID FEDSTRIP AAC
DVNPDMS3018	3018 INVALID AGENCY/BUREAU CODE
DVNPDMS3019	3019 INVALID AGENCY INDICATOR
DVNPDMS3020	3020 GSA RPT IND SHOULD BE EITHER ’Y’ OR ’N’
DVNPDMS3021	3021 DRMO RPT IND MUST BE EITHER ’Y’ OR ’N’
DVNPDMS3022	3022 GSA REGION MUST BE ON GSA REGION TABLE 005
DVNPDMS3023	3023 DRMO DODAAC MUST BE ON DRMO DODAAC TABLE 010
DVNPDMS3024	3024 PICKUP DOCUMENT GENERATION DEFAULT MUST BE ’Y’ OR ’N’
DVNPDMS3025	3025 THIS FIELD IS A REQUIRED FIELD AND MUST CONTAIN A VALUE
DVNPDMS3026	3026 SELECT EITHER GSA RPT IND OR DRMO RPT IND, NOT BOTH
DVNPDMS3027	3027 USER CHANGE AUTHORITY CAN ONLY BE ’1’ OR ’2’
DVNPDMS3028	3028 GSA REGION NOT VALID FOR FOREIGN PROPERTY

Number	Short Message (English)
DVNPDMS3029	3029 DML CODE ALREADY EXISTS WITH THIS PRIORITY
DVNPDMS3030	3030 AGENCY INDICATOR AND AGENCY BUREAU CODE DO NOT CORRESPOND
DVNPDMS3031	3031 DRMO DODAAC CONTACT NAME MUST BE ENTERED
DVNPDMS3032	3032 CHANGES ARE NOT PERMITTED TO KEY FIELDS
DVNPDMS3033	3033 A RECORD OF ALL USER ACCESS AUTHORITIES ’0’ IS INVALID
DVNPDMS3034	3034 THE PROPERTY LOCATION FAX NUMBER IS A REQUIRED FIELD
DVNPDMS3035	3035 CONTRACTOR INDICATOR CAN ONLY BE ’C’ OR ’N’
DVNPDMS3036	3036 FOREIGN PROPERTY CAN ONLY BE ’Y’ OR ’N’
DVNPDMS3037	3037 DML PRIORITY MUST BE A VALUE GT ’0’
DVNPDMS3038	3038 DRMO ZIP CODE MUST BE NUMERIC
DVNPDMS3039	3039 FSC REPORTABLE INDICATOR MUST BE ’Y’ OR ’N’
DVNPDMS3040	3040 FSC EXCHANGE SALE INDICATOR CAN ONLY BE ’Y’ OR ’N’
DVNPDMS3041	3041 FSC MINIMUM CONDITION CAN ONLY BE ’1’ - ’9’
DVNPDMS3042	3042 ENTER ’X’ FOR XEROX PRINTER OR ’P’ - HARDCOPY PRINTER
DVNPDMS3043	3043 BINDING MUST BE ’S’, ’U’, OR ’V’
DVNPDMS3044	3044 COPIES MUST BE BETWEEN 01-99
DVNPDMS3045	3045 JOB TYPE DETERMINATION MUST BE ’R’ OR ’M’
DVNPDMS3046	WARNING! - IT IS RECOMMENDED TO USE A NUMBER 300 OR GREATER
DVNPDMS3047	3047 USER JOB CARD IS A REQUIRED FIELD
DVNPDMS3048	3048 SELECT VALID TABLE ID FROM TABLE ID LIST
DVNPDMS3049	3049 STATE CAN ONLY BE TWO ALPHA CHARACTERS
DVNPDMS3050	3050 ZIP CODE CAN ONLY BE 5 OR 9 NUMERIC DIGITS
DVNPDMS3051	3051 GSA REGION OR DRMO DODAAC MUST BE ENTERED
DVNPDMS3052	3052 GSA REGION AND DRMO DODAAC CANNOT BE ENTERED AT SAME TIME
DVNPDMS3053	3053 IF NEMS-IND IS SET DRMO REGION MUST BE ’BLANK’
DVNPDMS3054	3054 FOREIGN TRACKING STATION IND OR NEMS IND MUST BE SET

Number	Short Message (English)
DVNPDMS3055	3055 SUPPLY CONDITION CODE MUST BE ALPHABETIC
DVNPDMS3056	3056 DISPOSAL CONDITION CODE MUST BE ’1’ - ’9’, ’X’ OR ’S’
DVNPDMS3057	3057 DML CODE MUST BE ALPHABETIC ’A’ THRU ’Z’
DVNPDMS3058	3058 FSC CODE MUST BE NUMERIC
DVNPDMS3059	3059 SHELF LIFE TYPE I MUST BE 0, A-H, J-N, P-S, OR X
DVNPDMS3060	3060 SHELF LIFE TYPE II MUST BE ’0’-’9’, OR ’X’
DVNPDMS3061	3061 SHELF LIFE PERIOD MUST BE ’0’-’60’ OR ’X’
DVNPDMS3062	3062 ADPE IDENTIFICATION CODE MUST BE ’0’-’9’
DVNPDMS3063	3063 PRECIOUS METALS CODE MUST BE ’A’-’Z’ ’2’ OR ’3’
DVNPDMS3064	3064 DRMO DISPOSAL AUTHORITY CODE MUST BE ’M’, ’N’ OR ’R’
DVNPDMS3065	3065 USER CHANGE AUTHORITY MUST BE ’1’ OR ’2’
DVNPDMS3066	3066 PDO CUSTODIAN ACCOUNT NUMBER MUST BE ON THE NEMS TABLE 078
DVNPDMS3067	3067 CONTRLD INVENTORY ITEM CODE MUST = ’A’-’Z’ OR ’1’-’9’
DVNPDMS3068	3068 INVALID INSTALLATION NUMBER
DVNPDMS3069	3069 NO DELETE ALLOWED FOR THIS TABLE
DVNPDMS3070	3070 FIELD MUST BE NUMERIC, AND MUST BE BETWEEN 0 - 100
DVNPDMS3071	3071 FIELD MUST BE NUMERIC, AND MUST BE BETWEEN 0 - 999
DVNPDMS3072	3072 INVALID SUB-INSTALLATION NUMBER FOR ASSIGNED INSTALLATION
DVNPDMS3073	3073 EITHER RECEIVING OR SHIPPING CODE MUST BE ENTERED
DVNPDMS3074	3074 ENTERED SEQUENCE NO IS RESERVED FOR SPECIFIC MAINT JOBS
DVNPDMS3075	3075 RECEIVING EXPLANATION TEXT MUST BE ENTERED
DVNPDMS3076	3076 SHIPPING EXPLANATION TEXT MUST BE ENTERED
DVNPDMS3077	3077 SUB-INSTALLATION NUMBER MUST BE TWO NUMERIC DIGITS
DVNPDMS3078	3078 SUB-INSTALLATION DOES NOT EXIST FOR THIS INSTALLATION
DVNPDMS3079	3079 THE NUMBER OF DAYS ENTRY IS REQUIRED FOR THIS REPORT

Number	Short Message (English)
DVNPDMS3080	3080 PRESS ENTER TO PROCEED WITH THE ADD OTHERWISE CANCEL
DVNPDMS4000	4000 CANNOT CHANGE OFA END DATE; SRD OF:1:ESTABLISHED
DVNPDMS4001	4001 ECN MUST BE ENTERED
DVNPDMS4002	4002 BUILDING NUMBER MUST BE IN NEMS TABLE 102, OR NOC
DVNPDMS4003	4003 ENTER VALID ZIP CODE, MUST BE 5 OR 9 NUMERIC CHARACTERS
DVNPDMS4004	4004 VALID ITEM NAME MUST BE ENTERED
DVNPDMS4005	4005 FSC CODE MUST BE IN NPDMS TABLE 020
DVNPDMS4006	4006 SUPPLY CONDITION CODE MUST BE IN NPDMS TABLE 030
DVNPDMS4007	4007 DISPOSAL CONDITION CODE MUST BE IN NPDMS TABLE 035
DVNPDMS4008	4008 UNIT OF MEASURE MUST BE IN NPDMS TABLE 025
DVNPDMS4009	4009 ACQUISITION COST MUST BE NUMERIC VALUE GREATER THAN ZERO
DVNPDMS4010	4010 QUANTITY MUST BE NUMERIC VALUE GREATER THAN ZERO
DVNPDMS4011	4011 MANUFACTURER’S CODE MUST BE ON NEMS TABLE 040
DVNPDMS4012	4012 INITIATOR’S ORGANIZATION CODE MUST BE 3 TO 5 CHARACTERS
DVNPDMS4013	4013 TELEPHONE NUMBER MUST BE 10 NUMERIC CHARACTERS
DVNPDMS4014	4014 GSA REGION AND DRMO DODAAC, CANNOT BOTH BE ’BLANK’
DVNPDMS4015	4015 FOREIGN PROPERTY INDICATOR MUST BE ’Y’ OR ’BLANK’
DVNPDMS4016	4016 ARTIFACT INDICATOR MUST BE ’Y’ OR ’BLANK’
DVNPDMS4017	4017 EXCHANGE/SALE INDICATOR MUST BE ’Y’ OR ’BLANK’
DVNPDMS4018	4018 EXCHANGE/SALE NOT ALLOWED FOR ENTERED FSC CLASS
DVNPDMS4019	WARNING! - :1:DISCREP IN NEMS BAR CODE FILE; NPDMS WILL RECONCILE
DVNPDMS4020	WARNING! - :1:DISCREP IN NEMS INVENT FILE; NPDMS WILL RECONCILE

Number	Short Message (English)
DVNPDMS4021	4021 MATERIALS INVENTORY INDICATOR MUST BE ’Y’ OR ’N’
DVNPDMS4022	4022 PICKUP DOCUMENT GENERATION INDICATOR MUST BE ’Y’ OR ’BLANK’
DVNPDMS4023	4023 WAREHOUSE LOCATION MUST BE ENTERED WITH WAREHOUSED DATE
DVNPDMS4024	4024 MUST ENTER FMV AMT IF STOCK STATUS CODE NOT EQUAL ’4’
DVNPDMS4025	4025 STOCK CODE MUST BE 1, 2, 3, 4, OR 5
DVNPDMS4026	4026 STOCK CODE MUST BE 1, 2, OR 3 IF MAT INV IND EQ ’Y’
DVNPDMS4027	4027 STOCK CODE MUST BE 4 IF NEMS TAGGED & CAP SENS EQ ’M’ OR ’P’
DVNPDMS4028	4028 REIMB CODE MUST BE: 1, 2, 4, 5, 6, 7, 8, A, B, C, D, E, OR F
DVNPDMS4029	4029 DML CODE MUST BE IN NPDMS TABLE 045
DVNPDMS4030	4030 ENTER VALID RECLAMATION CODE; ’Y’, ’R’, OR ’N’
DVNPDMS4031	4031 NEMS EQUIPMENT RECORD NOT FOUND FOR ENTERED ECN
DVNPDMS4032	4032 ENTERED CUST. ACCT. NO. DOES NOT MATCH NEMS EQUIP. REC.
DVNPDMS4033	4033 NEMS EQUIPMENT HISTORY RECORD NOT FOUND FOR ENTERED ECN
DVNPDMS4034	4034 CUST. ACCT. NO. DOES NOT MATCH NEMS EQUIP HIST. REC.
DVNPDMS4035	4035 GSA REGION MUST BE IN NPDMS TABLE 005
DVNPDMS4036	4036 DRMO DODAAC MUST BE IN THE NPDMS TABLE 010
DVNPDMS4037	4037 ENTER VALID BUILDING NUMBER OR NOC (NOT ON CENTER)
DVNPDMS4038	4038 ENTER VALID FSC CODE (1ST 4 CHAR OF THE NATIONAL STOCK NO)
DVNPDMS4039	4039 ENTER VALID CONDITION CODE
DVNPDMS4040	4040 ENTER VALID UNIT OF MEASURE ABBREVIATION
DVNPDMS4041	4041 ENTER VALID MANUFACTURER’S CODE
DVNPDMS4042	4042 ENTER VALID COMPONENT SYSTEM NAME
DVNPDMS4043	4043 ENTER PROP. CASE NUMBER FOR DESIRED COMP. SYSTEM CASE

Number	Short Message (English)
DVNPDMS4044	4044 SELECTED CASE RECORD IS NOT A COMPONENT SYSTEM
DVNPDMS4045	CHANGE SUCCESSFUL FOR COMPONENT SYSTEM::1:
DVNPDMS4046	CASE:1: ADDED, ERN OF E01::2: WITH:3: ADD'L TXN(S)
DVNPDMS4047	4047 SELECTED CASE RECORD IS A COMP. SYSTEM - FUNC DISALLOWED
DVNPDMS4048	ITEM ADDED SUCCESSFULLY, ERN OF E01::1: WITH:2: ADD'L TXN(S)
DVNPDMS4049	4049 ONLY ONE REPORT REGION (GSA OR DRMO) MAY BE ENTERED
DVNPDMS4050	4050 ACCESS GSA REPORTING SCREEN IND. MUST BE 'Y' OR 'N'
DVNPDMS4051	4051 ACCESS DRMO REPORTING SCREEN INDICATOR MUST BE 'Y', OR 'N'
DVNPDMS4052	4052 FAIR MARKET VALUE MUST BE ENTERED AS DOLLARS > ZERO
DVNPDMS4053	4053 REIMBURSEMENT CODE MUST BE '1' OR '4' IF F.M.V. IS ENTERED
DVNPDMS4054	4054 F.M.V. MUST BE ENTERED IF REIMBURSEMENT CODE IS '1' OR '4'
DVNPDMS4055	4055 UNCLAIMED PROP = 'Y', ENTER DATE PROPERTY FOUND
DVNPDMS4056	4056 DONATION SCRN BEGIN DATE CAN'T BE < INSTALL SCRN BEGIN DATE
DVNPDMS4057	4057 SHELF LIFE TYPE IS REQD. IF MATERIALS INVENTORY IND. = 'Y'
DVNPDMS4058	4058 SHELF LIFE EXP. DATE IS REQUIRED FOR MATERIALS INVENTORY
DVNPDMS4059	4059 GSA DML-CODE MUST BE 'C', 'D', 'E', 'F', 'L', OR 'BLANK'
DVNPDMS4060	4060 ENTER VALID UNIT OF MEASURE ABBREVIATION
DVNPDMS4061	4061 DML CODE MUST BE ENTERED WHEN REPORTING TO DRMO
DVNPDMS4062	4062 ENTERED PROPERTY CASE NO. IS NOT A SINGLE CASE RECORD
DVNPDMS4063	4063 CUSTODIAN ACCOUNT NO. IN A CONTROLLED ADD CANNOT BE CHANGED

Number	Short Message (English)
DVNPDMS4064	4064 PREVIOUS TRANSACTION HAS COMPLETED AND CANNOT BE CANCELLED
DVNPDMS4065	4065 SHELF LIFE EXT. DATE IS ONLY VALID WITH SHELF LIFE EXP. DATE
DVNPDMS4066	4066 PLEASE ENTER 'X', 'C', OR 'BLANK'
DVNPDMS4067	4067 MATERIALS INVENTORY MAY NOT BE ENTERED AS A CONTRLD ADD
DVNPDMS4068	4068 PROPERTY CASE NUMBER NOT REQUIRED FOR THIS FUNCTION
DVNPDMS4069	4069 PROPERTY CASE NUMBER MUST BE ENTERED FOR THIS FUNCTION
DVNPDMS4070	4070 NO PROP. CASE RECORD FOUND FOR THIS PROPERTY CASE NUMBER
DVNPDMS4071	4071 PROP. CASE RECORD IS NOT A COMP. SYSTEM - FUNC DISALLOWED
DVNPDMS4072	4072 EITHER THE GSA OR THE DRMO REPORT IND. MUST BE 'Y'
DVNPDMS4073	4073 SURPLUS RLSE. DATE AND GSA CNTL. NO. ARE ALREADY PRESENT
DVNPDMS4074	4074 REIMBURSEMENT CODE MAY NOT BE BLANK WHEN REPORTING TO GSA
DVNPDMS4075	4075 COMPONENT SYSTEM NAME CAN ONLY BE CHANGED FOR COMP. SYS.
DVNPDMS4076	4076 CHANGE ONLY COMPONENT SYSTEM COND. CODE FOR COMP. SYS.
DVNPDMS4077	4077 CHANGE ONLY COMPONENT SYSTEM FSC CODE FOR COMP. SYS.
DVNPDMS4078	4078 811 AND 812 GENERATION INDICATORS CANNOT BOTH BE 'Y'
DVNPDMS4079	4079 ECN PREVIOUSLY PROCESSED BY NPDMS CASE NUMBER :1:
DVNPDMS4080	4080 PLEASE ENTER VALID EQUIPMENT CONTROL NUMBER
DVNPDMS4081	4081 DONATION BGN DATE CANNOT BE GT 1 DAY BEYOND OFA END DATE
DVNPDMS4082	4082 RECORD WITH EQUIPMENT CONTROL NO. IS NOT NEMS CONTROLLED

Number	Short Message (English)
DVNPDMS4083	4083 QUANTITY ENTERED MUST BE A POSITIVE WHOLE NUMBER
DVNPDMS4084	4084 MATERIALS INVENTORY CANNOT BE ENTERED AS A COMPONENT SYSTEM
DVNPDMS4085	4085 SHELF LIFE DATA CANNOT BE ENTERED FOR A COMPONENT SYSTEM
DVNPDMS4086	4086 WAREHOUSE DATA CANNOT BE DELETED, USE REVERSE PROCESS
DVNPDMS4087	4087 WAREHOUSE DATA CAN'T BE ADDED, USE RECEIPT PROCESS
DVNPDMS4088	4088 SET ONLY ONE REPORT INDICATOR (GSA OR DRMO) TO 'BLANK'
DVNPDMS4089	4089 COMP. SYSTEMS MUST HAVE MORE THAN ONE ITEM PER SYSTEM
DVNPDMS4090	4090 *FORGN. PROP. UNAUTHORIZED FOR ENTERED CUST. ACCT. NO.
DVNPDMS4091	4091 WAREHOUSE DATA IS REQUIRED FOR THIS COMPONENT SYSTEM
DVNPDMS4092	4092 WAREHOUSE DATA IS NOT ALLOWED FOR THIS COMPONENT SYSTEM
DVNPDMS4093	4093 CUST. ACCT. NO. FOR NEMS SCREENABLE ITEM CANNOT BE CHANGED
DVNPDMS4094	4094 CAN'T CHANGE GSA RPT. IND. - ITEM ALREADY REPORTED
DVNPDMS4095	4095 DRMO RPT. IND. CANNOT BE CHANGED - ITEM ALREADY REPORTED
DVNPDMS4096	4096 GSA REG. MUST = '00' FOR FSC GRP '70' & COST GE $1 MIL.
DVNPDMS4097	4097 GSA REG. MUST = '09' FOR FSC '1510' AND '1520'
DVNPDMS4098	4098 GSA REG. MUST = '07' FOR FSC '7540' AND COST GE $500
DVNPDMS4099	4099 FIELD ENTERED MAY NOT BE ALL BLANKS
DVNPDMS4100	4100 CONTR PROP MUST BE 'Y' IF TAG NO ENTERED
DVNPDMS4101	4101 CONT PROP OR GRANTEE PROP MUST = 'Y', CONTR/GRANT NO ENTERED
DVNPDMS4102	4102 MAT INV IND MAY NOT = 'Y' FOR NEMS SCREENABLE

Number	Short Message (English)
	PROPERTY
DVNPDMS4103	4103 COMPONENT SYSTEM ITEM ID IS A REQUIRED NUMERIC FIELD
DVNPDMS4104	4104 PLEASE ENTER ’Y’ FOR YES OR ’N’ FOR NO
DVNPDMS4105	WARNING! - FREEZE(S) EXIST WITH DISP QTY > RECVD QTY
DVNPDMS4106	4106 WAREHOUSED DATE MAY NOT BE CHANGED - PROPERTY STATUS = 0
DVNPDMS4107	4107 GSA SEND DATE CANNOT BE CHANGED - NO PREVIOUS GSA SEND DATE
DVNPDMS4108	4108 INVALID DATE ENTERED - VALID FORMAT IS MM/DD/YY
DVNPDMS4109	4109 SHELF LIFE TYPE MUST BE ’0’, ’1’, ’2’, OR ’BLANK’
DVNPDMS4110	WARNING! - CNDTN CODE SHOULD BE ’S’ OR ’X’ TO GENERATE 811 REPORT
DVNPDMS4111	4111 811 GENERATION INDICATOR MUST BE ’Y’ OR ’BLANK’
DVNPDMS4112	WARNING! - CNDTN CODE IS ’S’ OR ’X’ 811 SHOULD BE GENERATED
DVNPDMS4113	4113 812 GENERATION INDICATOR MUST BE ’Y’ OR ’BLANK’
DVNPDMS4114	4114 1348 GENERATION INDICATOR MUST BE ’Y’ OR ’BLANK’
DVNPDMS4115	4115 DRMO REGION MUST BE ENTERED IF GENERATING DRMO FORM 1348-1A
DVNPDMS4116	ADD SUCCESSFUL FOR COMPONENT SYSTEM::1:
DVNPDMS4117	ITEM CHANGED SUCCESSFULLY, ERN OF E02::2: WITH:3: ADD’L TXN(S)
DVNPDMS4118	4118 GSA REGION MUST BE ENTERED - EXCHANGE/SALE IND = ’Y’
DVNPDMS4119	4119 ONLY ENTER SHELF LIFE TYPE FOR MATERIALS INVENTORY
DVNPDMS4120	4120 ONLY ENTER EXPRTN. DATE IF SHELF LIFE TYPE NE ’0’
DVNPDMS4121	4121 MUST ENTER APPROPRTN. DATA IF REIM. CODE = ’1’ OR ’4’
DVNPDMS4122	4122 IF NON CONTROLLED PROP. CANNOT ENTER EQUIP. CONTROL NO.
DVNPDMS4123	4123 PLEASE ENTER VALID MONTH
DVNPDMS4124	4124 PLEASE ENTER VALID DAY

Number	Short Message (English)
DVNPDMS4125	4125 PLEASE ENTER VALID YEAR
DVNPDMS4126	4126 RECLAMATION CODE MUST BE ENTERED - DRMO DODAAC ENTERED
DVNPDMS4127	4127 ENTER SHELF LIFE DATA IF SHELF LIFE TYPE NE ’0’
DVNPDMS4128	4128 GSA REG. CANNOT BE CHANGED - CASE ALREADY REPORTED
DVNPDMS4129	4129 DRMO REG. CANNOT BE CHANGED - CASE ALREADY REPORTED
DVNPDMS4130	4130 RECORD NOT FOUND FOR ENTERED ITEM ID, PLEASE RE-ENTER
DVNPDMS4131	4131 RECORD NOT FOUND FOR ENTERED PROP CASE NUMBER, RE-ENTER
DVNPDMS4132	4132 COMP SYSTEM IND MUST BE ’C’ OR ’S’ IN CASE NUMBER
DVNPDMS4133	4133 CASE CANNOT BE DELETED - UNREVERSED FINAL DISP. EXISTS
DVNPDMS4134	4134 INVALID ENTRY - PLEASE ENTER ’X’ OR ’D’
DVNPDMS4135	4135 CASE CANNOT BE DELETED - FREEZE RECORD EXISTS
DVNPDMS4136	4136 SHELF LIFE TYPE CANNOT BE ’0’ WHEN SHELF LIFE DATA ENTERED
DVNPDMS4137	4137 INVALID ENTRY - PLEASE ENTER ’D’ OR ’C’
DVNPDMS4138	4138 CASE AND ITEM DELETE INDICATORS MAY NOT BOTH BE SELECTED
DVNPDMS4139	4139 INVALID ENTRY - PLEASE ENTER ’D’, ’X’, OR ’ ’
DVNPDMS4140	4140 SURPLUS RELEASE DATE MUST BE ENTERED
DVNPDMS4141	4141 MUST ENTER PROPERTY CASE NUMBER TO PROCESS GSA CNTL NO.
DVNPDMS4142	4142 THIS CASE HAS NOT BEEN REPORTED TO GSA
DVNPDMS4143	4143 SRPLS RLS DATE OR GSA CNTRL NO. EXISTS FOR PROP. CASE NO.
DVNPDMS4144	4144 ENTER PROPERTY CASE NUMBER AND GSA CONTROL NUMBER
DVNPDMS4145	4145 EITHER SRD AND/OR A GSA CONTROL NUMBER MUST BE ENTERED
DVNPDMS4146	4146 GSA SEND DATE ALREADY EXISTS FOR ENTERED CASE

Number ----------	Short Message (English) ----------
	NUMBER
DVNPDMS4147	4147 FOREIGN PROPERTY CANNOT HAVE A VALID U.S. STATE CODE
DVNPDMS4148	WARNING! - CASE RECORD:1: EXISTS WITH ENTERED TURN-IN DOC NO
DVNPDMS4149	4149 INVENTORY BYPASS IND. MUST BE ’Y’ OR ’BLANK’
DVNPDMS4150	4150 FIELD MUST BE ADDED THROUGH SPECIFIC GSA TRANSACTION
DVNPDMS4151	4151 GSA CONTROL NO. MUST BE ’ ’ IF SURPLUS RELEASE DATE = ’ ’
DVNPDMS4152	4152 SURPLUS REL. DATE MUST BE ’ ’ IF GSA CONTROL NO. IS ’ ’
DVNPDMS4153	4153 ENTER ’X’ TO EXIT OR ’BLANK’ TO PROCESS CASE
DVNPDMS4154	4154 RECORD NOT FOUND FOR ENTERED CASE AND ITEM NUMBERS
DVNPDMS4155	4155 :1: RECORD(S) DELETED - ERN = :2: THRU :3:
DVNPDMS4156	4156 ENTER CASE AND ITEM DATA TO BE PROCESSED OR ’X’ TO EXIT
DVNPDMS4157	4157 ENDING DATE IS REQUIRED FOR THIS REPORT
DVNPDMS4158	4158 ENDING DATE FOR REPORT CANNOT BE LATER THAN CURRENT DATE
DVNPDMS4159	4159 NEMS PROP - ENTER MANUFACTURER MODEL NO OR ’NONE’
DVNPDMS4160	4160 NEMS PROP - ENTER MANUFACTURER SERIAL NO OR ’NONE’
DVNPDMS4161	4161 REIMBURSEMENT CODE MUST BE ENTERED
DVNPDMS4162	4162 CASE CANNOT BE CONVERTED - TERMINATION-DATE = :1:
DVNPDMS4163	4163 DONATION BEGIN DATE MUST BE GREATER THAN OFA END DATE
DVNPDMS4164	4164 DONATION END DATE MUST BE LATER THAN OFA END DATE
DVNPDMS4165	4165 PLEASE ENTER A VALID ITEM ID (MUST BE GREATER THAN ZERO)
DVNPDMS4166	4166 QUANTITY IS GREATER THAN CURRENT AVAILABLE

Number	Short Message (English)
	QUANTITY :1:
DVNPDMS4167	4167 ENTER ’C’ TO CANCEL OR ’BLANK’ TO PROCESS
DVNPDMS4168	4168 STATE CODE MUST BE IN NPDMS TABLE 150 IF NOT FOREIGN PROP
DVNPDMS4169	4169 INVALID DAY FOR ENTERED MONTH
DVNPDMS4170	4170 EQUIPMENT CONTROL NUMBER HAS ALREADY BEEN SELECTED FOR CASE
DVNPDMS4171	4171 UNIT COST EXCEEDS MAXIMUM ALLOWED IN NEMS ($999,999,999.99)
DVNPDMS4172	4172 SEE PDO FOR DRMO ESTABLISHED FOR FOREIGN PROP.
DVNPDMS4173	4173 CONTRACTOR PROPERTY MUST BE ’Y’ OR ’BLANK’
DVNPDMS4174	4174 UNCLAIMED PROPERTY MUST BE ’Y’ OR ’BLANK’
DVNPDMS4175	WARNING! - REIMB CODE SHOULD BE ’1’OR ’A’ IF UNCLAIMED PROP = ’Y’
DVNPDMS4176	4176 DATE PROP. FOUND CANNOT BE ENTERED IF UNCLAIMED PROP = ’ ’
DVNPDMS4177	4177 DATE PROPERTY FOUND CANNOT BE LATER THAN CURRENT DATE
DVNPDMS4178	WARNING! - REIMB CODE SHOULD BE ’4’ OR ’E’ IF EXC/SALE = ’Y’
DVNPDMS4179	4179 MMAC CODE MUST BE IN NPDMS TABLE 085 OR ’BLANK’
DVNPDMS4180	4180 PLEASE ENTER VALID 2 CHARACTER STATE ABBREVIATION
DVNPDMS4181	4181 GRANTEE PROPERTY MUST BE ’Y’ OR ’BLANK’
DVNPDMS4182	4182 CONTRACTOR AND GRANTEE PROPERTY CANNOT BOTH BE ’Y’
DVNPDMS4183	4183 PLEASE ENTER A VALID MANUFACTURER YEAR
DVNPDMS4184	4184 HAZARDOUS MATERIALS CODE MUST BE IN NPDMS TABLE 065
DVNPDMS4185	4185 PRECIOUS METALS CODE MUST BE IN NPDMS TABLE 080
DVNPDMS4186	4186 CAP SENS CODE MUST BE IN NEMS TABLE 130
DVNPDMS4187	4187 CAP SENS CODE CANNOT BE ’N’ OR ’X’ WITH COST GE $5K
DVNPDMS4188	4188 CAP SENS CODE ’Q’ IS VALID FOR COST GE $1K AND LT $5K

Number	Short Message (English)
DVNPDMS4189	4189 MUST ENTER TURN IN PROPERTY DOCUMENT NUMBER
DVNPDMS4190	4190 MUST ENTER COUNTRY IF FOREIGN PROPERTY IND = ’Y’
DVNPDMS4191	4191 MUST ENTER SUPPLY COND. CODE WHEN REPORTING TO DRMO
DVNPDMS4192	4192 INSTALL SCRN BEGIN DATE CANNOT BE LATER THAN CURRENT DATE
DVNPDMS4193	4193 INST SCRN END DATE CANNOT BE EARLIER THAN INST SCRN BEG DATE
DVNPDMS4194	4194 INSTALLATION BEGIN AND NASA BEGIN DATES MUST BE THE SAME
DVNPDMS4195	4195 NASA SCRN END DATE CANNOT BE EARLIER THAN NASA SCRN BEG DATE
DVNPDMS4196	4196 OFA SCRN BEG DATE CANNOT BE EARLIER THAN INST SCRN BEG DATE
DVNPDMS4197	4197 OFA SCRN END DATE CANNOT BE EARLIER THAN OFA SCRN BEGIN DATE
DVNPDMS4198	4198 DON. SCRN END DATE CANNOT BE EARLIER THAN DON. SCRN BEG DATE
DVNPDMS4199	4199 MUST ENTER APPROPRIATION DATA - UNCLAIMED PROP IND = ’Y’
DVNPDMS4200	4200 INCORRECT GSA REGION FOR STATE WHERE PROPERTY IS LOCATED
DVNPDMS4201	4201 VALID ADPE ID CODE REQUIRED FOR ENTERED NSN
DVNPDMS4202	4202 ADPE ID CODE MUST BE IN NPDMS TABLE 075
DVNPDMS4203	4203 ENTER VALID DISPOSAL AUTHORITY CODE - ’M’, ’N’, OR ’R’
DVNPDMS4204	4204 VALID ENTRIES FOR MARK ARE ’HM’, ’HW’, OR ’BLANK’
DVNPDMS4205	4205 PLEASE ENTER VALID CONTROLLED INVENTORY ITEM CODE
DVNPDMS4206	4206 CONTROLLED INV. ITEM CODE MUST BE IN NPDMS TABLE 070
DVNPDMS4207	4207 SHIPPING CODE MUST BE IN NPDMS TABLE 095
DVNPDMS4208	4208 RECEIVING CODE MUST BE IN NPDMS TABLE 095
DVNPDMS4209	4209 CASE IS ALREADY A COMPONENT SYSTEM - FUNCTION DISALLOWED

Number	Short Message (English)
DVNPDMS4210	4210 TIMEFRAME SHORTENED, METHOD MUST BE ’F’ (FAX) OR ’L’ (LOCAL)
DVNPDMS4211	SINGLE CASE CONVERSION SUCCESSFUL
DVNPDMS4212	COMPONENT CONVERSION SUCCESSFUL - ERN:1:
DVNPDMS4213	4213 SHELF LIFE EXT. DATE MUST BE LATER THAN SHELF LIFE EXP. DATE
DVNPDMS4214	4214 EXT. DATE CANNOT BE ENTERED IF SHELF LIFE TYPE = ’1’
DVNPDMS4215	4215 STORAGE LIFE EXPIRED MUST REPORT AS SCRAP
DVNPDMS4216	4216 MANUFACTURER NAME AND CODE MAY NOT BOTH BE ’BLANK’
DVNPDMS4217	4217 MUST ENTER CAP SENS CODE
DVNPDMS4218	4218 CAP SENS CODE MUST BE ’N’ FOR MATERIALS INVENTORY
DVNPDMS4219	4219 PLEASE PLACE THE CURSOR ON A SCROLLABLE FIELD
DVNPDMS4220	4220 INELIGIBLE FOR EXCHANGE/SALE - NEMS PROP. IS UNASSIGNED
DVNPDMS4221	4221 WAREHOUSE DATE CANNOT BE LATER THAN CURRENT DATE
DVNPDMS4222	4222 NOT AUTHORIZED TO MAKE CHANGE, CASE > 10 DAYS OLD-SEE PDO
DVNPDMS4223	4223 INELIGIBLE FOR EXCHANGE/SALE - PROP. IN USE MORE THAN 1 YEAR
DVNPDMS4224	4224 INELIGIBLE FOR EXCHANGE/SALE - PROP. IS IN NEW COND.
DVNPDMS4225	4225 ADJUSTMENTS HAVE BEEN MADE, JUSTIFICATION REQUIRED
DVNPDMS4226	WARNING! - PROPERTY REPORTED TO GSA; SHOULD NOTIFY GSA OF CHANGES
DVNPDMS4227	4227 GENERATE SF-120 CORRECTION MUST BE ’C’ OR ’BLANK’
DVNPDMS4228	4228 MAT. INVENTORY PROP. CANNOT BE DELETED - USE T05 PROCESS
DVNPDMS4229	4229 ENTER VALID PREC. METALS CODE OR ’A’ (NO KNOWN PREC. METALS)
DVNPDMS4230	4230 DISPOSITION DISALLOWED - PLEASE USE SALES

Number ----------	Short Message (English) ----------
	PROCESS
DVNPDMS4231	4231 NOT ATHRZED TO CHNG QTY; CASE MORE THAN 10 DAYS OLD SEE PDO
DVNPDMS4232	4232 NOT ATHRZED TO CHNG COST; CASE MORE THAN 10 DAYS OLD SEE PDO
DVNPDMS4233	4233 NOT ATHRZED TO CHNG FMV; CASE MORE THAN 10 DAYS OLD SEE PDO
DVNPDMS4234	4234 NEMS RECORD CONTAINS HAZ. MATERIALS - ENTER VALID CODE
DVNPDMS4235	4235 CONTACT PERSON IS A REQUIRED FIELD
DVNPDMS4236	4236 CONTACT PERSON'S PHONE NUMBER IS A REQUIRED FIELD
DVNPDMS4237	4237 CAP SENS CODE CANNOT BE 'M' OR 'P' WITH COST LT $5K
DVNPDMS4238	4238 NEMS PROPERTY CANNOT BE DELETED - RECEIPT PROCESSED
DVNPDMS4239	4239 MANAGERIAL AUTHORITY REQUIRED TO DELETE THIS CASE
DVNPDMS4240	4240 PLEASE ENTER A VALID CODE OR 'A' - NO KNOWN PRECIOUS METALS
DVNPDMS4241	4241 DAYS MUST BE A NUMERIC VALUE GE 0
DVNPDMS4242	WARNING! - OVERALL SCREENING EXCEEDS 130 DAYS
DVNPDMS4243	4243 INVALID ENTRY - SELECT RECORD TO BE DELETED
DVNPDMS4244	4244 INVALID ENTRY - DATA NOT REPORTED TO GSA
DVNPDMS4245	4245 NEMS RECORD CONTAINS PREC. METALS - ENTER VALID CODE
DVNPDMS4246	4246 DISPOSAL CONDITION CODE IS REQUIRED
DVNPDMS4247	4247 MFG NAME DOES NOT MATCH MFG CODE ON NEMS TABLE 040
DVNPDMS4248	4248 NSMS BIN-ID IS A REQUIRED FIELD
DVNPDMS4249	4249 NSMS TECHNICAL NAME IS A REQUIRED FIELD
DVNPDMS4250	4250 NPDMS CASE RECORD EXIST WITH ENTERED TURN-IN DOC NO
DVNPDMS4251	WARNING! - NSMS RECORD EXIST WITH ENTERED TURN-IN DOC NO

Number	Short Message (English)
DVNPDMS4252	4252 RESPONSE IS REQUIRED TO PROCESS OR CANCEL THIS DELETE
DVNPDMS4253	WARNING! - REIM CODE SHOULD BE 4 IF BOTH EXC/SALE AND UNCLMD PROP
DVNPDMS4254	4254 OFA BGN DATE CANNOT BE GT 1 DAY BEYOND NASA-WIDE END DATE
DVNPDMS4255	4255 CASE NUMBER ENTERED, NOT COMPLETE - PLEASE REENTER
DVNPDMS4256	WARNING! - SCREENING METHOD IS SET FOR NEMS ONLY
DVNPDMS4257	4257 NO RECORDS FOUND FOR GSA TAPE GENERATION
DVNPDMS4258	4258 TOTAL ’D’ RECORDS SELECTED EXCEED 4029 MAXIMUM LENGTH
DVNPDMS4259	4259 NASA BGN DATE CANNOT BE GT 1 DAY BEYOND INST END DATE
DVNPDMS4260	4260 MAT. INVENTORY PROP. CANNOT BE REVERSED - USE T05 PROCESS
DVNPDMS4261	4261 NO MORE RECORDS TO BE DISPLAYED
DVNPDMS4262	4262 UNABLE TO LIST ADDITIONAL RECORDS - EXCEEDED ARRAY LIMIT
DVNPDMS4263	WARNING! - PROCESS TERMINATED WITH NO CHANGES MADE
DVNPDMS4264	4264 SCREENING BEGIN DATES ARE MANDATORY
DVNPDMS4265	4265 VALID SELECTIONS ARE: ’I’, ’S’, ’F’, ’T’, ’.’ OR BLANK
DVNPDMS4266	4266 MUST ENTER SCREENING METHOD
DVNPDMS4267	4267 SCREENING METHOD MUST BE ’C’, ’F’, ’L’, OR ’N’
DVNPDMS4268	4268 INVALID SCREENING METHOD - PROPERTY MUST BE CONTROLLED
DVNPDMS4269	4269 INVALID PRINTER DESTINATION - PLEASE RE-ENTER
DVNPDMS4270	4270 GSA REGION IS REQUIRED FOR THIS FUNCTION
DVNPDMS4271	4271 YOU ARE CURRENTLY PROCESSING THIS ECN
DVNPDMS4272	4272 YOU CAN NOT INSERT HERE. PLACE CURSOR ON A VALID LINE.
DVNPDMS4273	4273 BEGIN DATE CANNOT BE GREATER THAN CURRENT DATE
DVNPDMS4274	4274 BEGIN DATE CANNOT BE GREATER THAN ENDING DATE

Number	Short Message (English)
DVNPDMS4275	4275 BEGIN DATE IS REQUIRED FOR THIS REPORT
DVNPDMS4276	4276 CONTRACT/GRANTEE NO. REQUIRED IF CONTR PROP OR GRANTEE PROP
DVNPDMS4277	4277 DUPLICATE CASE NUMBER
DVNPDMS4278	WARNING! - CASE NUMBER DOES NOT EXIST ON NSMS FILE
DVNPDMS4279	4279 CASE NO. FORMAT MUST BE: 4 NUMERIC, 1 ALPHA, 3 NUMERIC
DVNPDMS4280	4280 INVALID MONTH/DAY COMBINATION
DVNPDMS4281	4281 CASE CHANGE COMPLETE WITH NO DATA MODIFIED
DVNPDMS4282	4282 ITEM CHANGE COMPLETE WITH NO DATA MODIFIED
DVNPDMS4283	4283 COMPONENT SYSTEM CHANGE COMPLETE WITH NO DATA MODIFIED
DVNPDMS4284	CASE:1:CHANGED, ERN OF E02::2:WITH:3:ADD’L TXN(S)
DVNPDMS4285	4285 ALL OCCURRENCES OF THIS FIELD ARE FILLED. INSERT DENIED.
DVNPDMS4286	WARNING! - THE SRD DATE ASSIGNED IS EARLIER THAN TODAY’S DATE
DVNPDMS4287	4287 ITEM ID IS MANDATORY FOR A COMPONENT SYSTEM CASE NUMBER
DVNPDMS4288	4288 ENTRY REFERENCE NUMBERS ASSIGNED ARE: :1: THRU :2:
DVNPDMS4289	4289 FOREIGN PROPERTY CANNOT UNDERGO RECEIPT
DVNPDMS4290	CLOSE LOT COMPLETED WITH NO DATA MODIFIED
DVNPDMS4291	4291 CONTROLLED TAGGED PROPERTY CANNOT BE UNCLAIMED
DVNPDMS4292	4292 SURPLUS RELEASE DATE CANNOT BE EARLIER THAN OFA BEGIN DATE
DVNPDMS4293	4293 CANNOT COMBINE GSA AND DRMO PROPERTY
DVNPDMS4294	4294 CANNOT COMBINE PROPERTY WITH DIFFERENT GSA REGIONS
DVNPDMS4295	4295 GSA REG NE 00 FOR FSC GRP 70 & COST GE $1 MIL. - USE CHANGE
DVNPDMS4296	WARNING! - MFG YEAR MUST BE ENTERED FOR REPORTABLE ADPE PROP

Number	Short Message (English)
DVNPDMS4297	4297 DONATION BEGIN DATE CANNOT BE LT OFA BEGIN DATE
DVNPDMS4298	4298 RECORD IS NO LONGER ON NEMS EQUIPMENT FILE
DVNPDMS4299	4299 MORE MUST BE ’Y’ OR BLANK
DVNPDMS4300	4300 YOU CAN NOT SCROLL ANY HIGHER
DVNPDMS4301	4301 YOU CAN NOT SCROLL ANY LOWER
DVNPDMS4302	4302 OVER BY :1: CHARS. PLEASE CALL NPDMS HELP - (301) 286-8452.
DVNPDMS4303	4303 CHANGE COMPLETE WITH ONLY DESCRIPTION TEXT MODIFIED
DVNPDMS4304	4304 INSTALLATION BEGIN AND NASA BEGIN DATES MUST BE THE SAME
DVNPDMS5000	5000 DISPOSITION QUANTITY EXCEEDS AVAILABLE QUANTITY
DVNPDMS5001	5001 DISPOSITION PROCESSING CANCELLED PER USER’S REQUEST
DVNPDMS5002	WARNING! - CASE IS NOT IN NORMAL STATUS FOR PROCESS SELECTED
DVNPDMS5003	5003 SURVEY REPORT NUMBER MUST BE ENTERED FOR T04 DISPOSITION
DVNPDMS5004	5004 FREEZE(S) HAVE BEEN PROCESSED AS DISPOSITION(S)
DVNPDMS5005	5005 MUST ENTER TRANSACTION DESCRIPTION FOR FINAL DISPOSITION
DVNPDMS5006	5006 THERE ARE NO FREEZES CURRENTLY PENDING AGAINST THIS CASE
DVNPDMS5007	5007 THAW PROCESSING CONCLUDED
DVNPDMS5008	5008 ITEM FREEZE/DISPOSITION PROCESSING CONCLUDED
DVNPDMS5009	5009 ENTRY REFERENCE NUMBER NOT PRESENT IN TRANSACTION FILE
DVNPDMS5010	5010 THIS TRANSACTION IS NOT A REVERSABLE DISPOSITION
DVNPDMS5011	5011 RESPONSE IS REQUIRED TO PROCESS OR CANCEL THIS REVERSAL
DVNPDMS5012	WARNING! QTY OF NSMS PROPERTY IS ’0’, RECORD WILL BE DELETED
DVNPDMS5013	5013 TRANSACTION REVERSAL PROCESSING CONCLUDED
DVNPDMS5014	5014 ENTER MORE DATA TO PROCESS REVERSAL

Number	Short Message (English)
	TRANSACTION
DVNPDMS5015	5015 PLEASE ENTER VALID TRANSACTION ID
DVNPDMS5016	5016 CASE RECORD NOT PRESENT IN CASE FILE
DVNPDMS5017	5017 THIS CASE HAS A FINAL DISPOSITION AGAINST IT
DVNPDMS5018	5018 ITEM ID NOT IN FILE
DVNPDMS5019	5019 CANNOT PROCESS T12 - NO VALID GSA REGION FOR THIS RECORD
DVNPDMS5020	5020 NO REVERSIBLE TRANSACTION RECORD FOUND FOR ENTERED DATA
DVNPDMS5021	5021 CASE NUMBER CANNOT BE BLANK
DVNPDMS5022	5022 INVALID TRANSACTION ID
DVNPDMS5023	5023 CANNOT PROCESS T09 - NO VALID DRMO DODAAC CODE FOR RECORD
DVNPDMS5024	5024 ENTER TYPE TRANSACTION TO REVERSE OR ’C’ TO CANCEL
DVNPDMS5025	5025 CANNOT PROCESS T09 - DD-1348-1A NOT PRINTED FOR CASE
DVNPDMS5026	5026 MANAGERIAL AUTHORITY NEEDED TO PROCESS FINAL DISPOSITION
DVNPDMS5027	5027 CANNOT PRINT 1348-1A - NO VALID DRMO DODAAC FOR CASE
DVNPDMS5028	5028 INVALID ENTRY - MUST BE ’C’ OR ’BLANK’
DVNPDMS5029	5029 ENTRY REFERENCE NUMBER ENTERED IS INVALID
DVNPDMS5030	5030 ERN ENTERED DOES NOT IDENTIFY A REVERSIBLE TRANSACTION
DVNPDMS5031	5031 ITEM SPECIFIED DOES NOT EXIST FOR THIS CASE
DVNPDMS5032	5032 ITEM REFERENCED HAS ALREADY BEEN DISPOSED/UTILIZED
DVNPDMS5033	5033 RESPONSE MUST BE ’Y’, ’C’, OR ’X’
DVNPDMS5034	5034 REQUESTOR NAME IS A REQUIRED FIELD
DVNPDMS5035	5035 TELEPHONE NUMBER IS A REQUIRED FIELD
DVNPDMS5036	5036 QUANTITY MUST BE BETWEEN 1 - 99999
DVNPDMS5037	5037 811 GENERATION INDICATOR MUST BE Y OR ’BLANK’

Number	Short Message (English)
DVNPDMS5038	5038 PRIORITY INDICATOR MUST BE ’1’, ’2’, OR ’3’
DVNPDMS5039	5039 CODE MUST BE ’A’, ’C’, ’D’, ’P’, OR ’BLANK’
DVNPDMS5040	5040 QUANTITY IS A REQUIRED FIELD
DVNPDMS5041	5041 FIRST LINE OF ADDRESS IS A REQUIRED FIELD
DVNPDMS5042	5042 AVAILABLE QUANTITY IS INSUFFICIENT TO PROCESS THIS FREEZE
DVNPDMS5043	5043 INVALID ARGUMENT - ONLY ’P’ OR ’BLANK’ PERMITTED
DVNPDMS5044	5044 NO MORE FREEZES PENDING
DVNPDMS5045	5045 CUSTODIAN ACCOUNT NUMBER IS A REQUIRED FIELD
DVNPDMS5046	5046 CUSTODIAN ACCOUNT NO MUST BE ON NEMS TABLE 078
DVNPDMS5047	5047 ORGANIZATION CODE IS A REQUIRED FIELD
DVNPDMS5048	5048 BUILDING IS A REQUIRED FIELD
DVNPDMS5049	5049 BUILDING MUST BE ON NEMS TABLE 102
DVNPDMS5050	5050 ROOM IS A REQUIRED FIELD
DVNPDMS5051	5051 USER NUMBER IS A REQUIRED FIELD FOR CONTROLLED ITEMS
DVNPDMS5052	5052 USER NUMBER MUST MATCH NEMS TABLE 090
DVNPDMS5053	5053 ZIP CODE IS A REQUIRED FIELD
DVNPDMS5054	5054 ZIP CODE MUST BE BETWEEN 0 - 999999999
DVNPDMS5055	5055 REQ. INSTALL NUMBER MUST BE ON INSTALL TABLE 105
DVNPDMS5056	5056 REQ. INSTALL NUMBER IS A REQUIRED FIELD
DVNPDMS5057	5057 REQUESTOR ORDERING AGENCY IS A REQUIRED FIELD
DVNPDMS5058	5058 TRANSACTION INDICATED HAS ALREADY BEEN REVERSED
DVNPDMS5059	5059 REQ. CONTRACT NUMBER IS A REQUIRED FIELD
DVNPDMS5060	5060 TELEPHONE NUMBER MUST BE 10 NUMERIC DIGITS
DVNPDMS5061	5061 REQ. ZIP CODE MUST BE 5 OR 9 NUMERIC DIGITS
DVNPDMS5062	5062 WAREHOUSE LOCATION IS A REQUIRED FIELD
DVNPDMS5063	5063 WAREHOUSED DATE IS A REQUIRED FIELD
DVNPDMS5064	5064 NEMS PROP - ENTER MANUFACTURER NAME
DVNPDMS5065	5065 ADJUSTMENT VALUE MAKES COST LESS THAN $0.01 - NOT VALID

Number	Short Message (English)
DVNPDMS5066	5066 NEMS PROPERTY - QUANTITY CANNOT BE GREATER THAN ’1’
DVNPDMS5067	5067 FREEZE DATE CANNOT BE LATER THAN THE CURRENT DATE
DVNPDMS5068	5068 REQUESTOR INST. NO. MUST DIFFER FROM USER’S INST NO.
DVNPDMS5069	5069 REFER/SUSPEND FREEZE REPORTING MUST = ’R’, ’S’ OR ’BLANK’
DVNPDMS5070	5070 MUST ENTER PROP REMOVAL DATE FOR FINAL DISPOSITION
DVNPDMS5071	5071 PROP REMOVAL DATE CANNOT BE LATER THAN THE CURRENT DATE
DVNPDMS5072	5072 ENTER VALID PROP REMOVAL DATE - PRIORITY IND = ’4’
DVNPDMS5073	5073 DISP. COND. CODE MUST = ’S’ OR ’X’ TO PROCESS FINAL DISP
DVNPDMS5074	5074 RECEIPT HAS ALREADY BEEN PROCESSED FOR THIS CASE
DVNPDMS5075	5075 FREEZE DLNQNT. DATE CANNOT BE EARLIER THAN THE FREEZE DATE
DVNPDMS5076	5076 PRINT FOREIGN DISPOSAL APPROVAL FORM MUST BE ’Y’ OR ’N’
DVNPDMS5077	5077 DATE PROPERTY DETERMINED LOST MUST BE ENTERED
DVNPDMS5078	5078 DATE DETERM’D LOST CANNOT BE LATER THAN DISPSL APRVL DATE
DVNPDMS5079	WARNING! - PDO HAS NOT ACKNOWLEDGED RECEIPT OF THIS CASE
DVNPDMS5080	5080 INSTALLATION NUMBER MUST BE FOUR NUMERIC DIGITS
DVNPDMS5081	5081 PLEASE ENTER PROPERTY REQUEST DOCUMENT NUMBER
DVNPDMS5082	WARNING! - PROPERTY RPRTD TO GSA - NARRATIVE SHOULD BE ENTERED
DVNPDMS5083	5083 DOCUMENT APPROVAL DATE CANNOT BE LATER THAN CURRENT DATE
DVNPDMS5084	5084 DOCUMENT APPROVAL DATE MUST BE ENTERED
DVNPDMS5085	5085 PRINT SF-120 WITHDRAWL MUST = ’W’(WITHDRAWAL) OR

Number	Short Message (English)
	’BLANK’
DVNPDMS5086	5086 WITHDRAWAL APPRVL. DATE CANNOT BE LATER THAN CURRENT DATE
DVNPDMS5087	5087 NEED AT LEAST 3 CHARACTERS TO IDENTIFY AGENCY (IRS, HUD)
DVNPDMS5088	5088 TRANSFEREE - MUST = ’C’(CONTRACTOR), ’G’(GRANTEE) OR ’BLANK’
DVNPDMS5089	5089 MUST ENTER NASA INSTALLATION NAME
DVNPDMS5090	5090 PROP DISP APPROVAL DATE CANNOT BE LATER THAN CURRENT DATE
DVNPDMS5091	5091 PLEASE ENTER VALID PROP DISPOSAL APPROVAL DATE
DVNPDMS5092	5092 CASE IS EXCHANGE/SALE PROPERTY, PLEASE USE ’T19’ PROCESS
DVNPDMS5093	5093 CITY IS A REQUIRED FIELD
DVNPDMS5094	5094 SELECTED CASE RECORD IS NOT FOREIGN PROPERTY
DVNPDMS5095	WARNING! - CASE IS UNCLAIMED PROPERTY AND IS NOT DONABLE
DVNPDMS5096	WARNING! - CASE IS EXCHANGE/SALE PROPERTY AND IS NOT DONABLE
DVNPDMS5097	5097 PLEASE ENTER A VALID GSA REGION
DVNPDMS5098	5098 SF-120 CORRECTION MUST = ’C’ DISP QTY IS LESS THAN AVAIL QTY
DVNPDMS5099	5099 PLEASE ENTER SALE NUMBER OF PROPERTY
DVNPDMS5100	5100 PROPERTY TRANSACTION DESCRIPTION IS A REQUIRED FIELD
DVNPDMS5101	5101 MUST ENTER PROPERTY SALE DATE
DVNPDMS5102	5102 LOT NUMBER OF PROPERTY IS A REQUIRED 4 DIGIT NUMERIC FIELD
DVNPDMS5103	5103 NAME OF APPROVING OFFICIAL MUST BE ENTERED
DVNPDMS5104	5104 PROCEEDS MUST BE A NUMERIC VALUE GREATER THAN ZERO
DVNPDMS5105	5105 PROCEEDS MUST BE ENTERED
DVNPDMS5106	WARNING! - PROPERTY SALE DATE IS LESS THAN CURRENT DATE

Number	Short Message (English)
DVNPDMS5107	5107 MUST PROCESS PROPERTY BEING SOLD VIA THE SALE PROCESS
DVNPDMS5108	5108 INVALID FREEZE TYPE ’N’ (NASA ORG) FOR SELECTED TRANS ID
DVNPDMS5109	5109 INVALID FREEZE TYPE ’F’ (OFA) FOR SELECTED TRANSACTION ID
DVNPDMS5110	5110 FREEZE TYPE MUST BE ’E’, ’F’, OR ’N’ FOR EXCHANGE/SALE
DVNPDMS5111	5111 INVALID FREEZE TYPE ’S’ (SALE) FOR SELECTED TRANSACTION ID
DVNPDMS5112	5112 INVALID FREEZE TYPE ’D’ (DONATION) FOR SELECTED TRANS ID
DVNPDMS5113	5113 SALE CONTRACT NO. MUST BE ENTERED FOR FINAL DISPOSITION
DVNPDMS5114	5114 1ST 6 CHAR. OF GSA SALE NUMBER CANNOT EQUAL A FEDAAC CODE
DVNPDMS5115	5115 CANNOT PROCESS T04, RECEIPT NOT DONE. USE DEL PROCESS
DVNPDMS5116	WARNING! - FOR T18 PROCESS, NASA 812 HAS NOT BEEN GENERATED
DVNPDMS5117	5117 ENTER NARRATIVE TO PRINT NASA 812/FOREIGN DON. APPROVAL
DVNPDMS5118	5118 CANNOT PRINT FOREIGN DON. APPROVAL - FREEZE TYPE MUST BE ’D’
DVNPDMS5119	WARNING! - FOR T11 PROCESS, NASA 812 HAS NOT BEEN GENERATED
DVNPDMS5120	5120 IS PROPERTY BEING ABANDONED (A) OR DESTROYED (D)?
DVNPDMS5121	5121 MUST ENTER ABANDONED/DESTROYED DATE
DVNPDMS5122	5122 ABNDND/DESTROYED DATE CAN’T BE LATER THAN CURRENT DATE
DVNPDMS5123	5123 ABANDONMENT/DESTRUCTION SITE AGENCY NAME REQUIRED FIELD
DVNPDMS5124	5124 MUST ENTER 2 WITNESS NAMES FOR PROPERTY BEING DESTROYED

Number	Short Message (English)
DVNPDMS5125	5125 PLEASE ENTER ABANDONMENT/DESTRUCTION DOCUMENT NUMBER
DVNPDMS5126	5126 ENTER ABANDONMENT/DESTRUCTION DATE - PRIORITY IND = ’4’
DVNPDMS5127	5127 CASE NUMBER IS NOT EXCHANGE/SALE PROPERTY
DVNPDMS5128	5128 INVALID ENTRY - PLEASE ENTER ’N’, ’F’, ’E’, ’S’ OR ’D’
DVNPDMS5129	5129 REIMBURSEMENT AMOUNT IS REQUIRED FOR FINAL T19 DISPOSITION
DVNPDMS5130	5130 CANNOT SELECT 120 CORRECTION, CASE NOT REPORTED TO GSA
DVNPDMS5131	5131 CANNOT SELECT 120 WITHDRAWAL, CASE NOT REPORTED TO GSA
DVNPDMS5132	5132 CANNOT SELECT BOTH SF-120 CORRECTION AND SF-120 WITHDRAWAL
DVNPDMS5133	WARNING! - FREEZE EXISTS WITH REFER/SUSP = ’S’, CASE IS NOT RPRTD
DVNPDMS5134	5134 INVALID ENTRY - PLEASE ENTER ’Y’ OR ’C’
DVNPDMS5135	5135 WITHDRAWAL APPROVAL DATE MUST BE ENTERED
DVNPDMS5136	5136 WITHDRAWAL NARRATIVE REQUIRED TO PRINT SF-120 WITHDRAWAL
DVNPDMS5137	5137 ENTER ’C’(CANCEL), ’V’(VERIFY), OR ENTER TO RE-DISPLAY
DVNPDMS5138	5138 ENTRY REFERENCE NUMBER ASSIGNED IS::1:
DVNPDMS5139	5139 ACCEPTANCE DATE CANNOT BE LATER THAN CURRENT DATE
DVNPDMS5140	5140 MUST ENTER DOLLAR VALUE GREATER THAN ’0’
DVNPDMS5141	5141 MUST ENTER CHAR 1-4 OF THE NATIONAL STOCK NUMBER
DVNPDMS5142	5142 RETAIN MUST BE ’Y’ OR ’N’
DVNPDMS5143	5143 DISP REVERSAL DISALLOWED - PLEASE USE SALES PROCESS
DVNPDMS5144	RECORD SUCCESSFULLY ADDED - ERN ASSIGNED IS:1:
DVNPDMS5145	FREEZE RECORD:1: SUCCESSFULLY CHANGED
DVNPDMS5146	FREEZE RECORD:1: SUCCESSFULLY DELETED

Number	Short Message (English)
DVNPDMS5147	5147 RECORD NOT FOUND IN NEMS EQUIPMENT HISTORY
DVNPDMS5148	5148 PLEASE ENTER PROCUREMENT DOCUMENT NUMBER
DVNPDMS5149	5149 TRADE-IN AMT CANNOT BE GREATER THAN THE TOTAL ACQ. COST
DVNPDMS5150	5150 MUST ENTER REQUESTOR NAME AND/OR COMPANY NAME
DVNPDMS5151	5151 TRANSACTION APPROVAL NAME MUST BE ENTERED
DVNPDMS5152	5152 FREEZE DATE MUST BE ENTERED
DVNPDMS5153	5153 FREEZE DELINQUENT DATE MUST BE ENTERED
DVNPDMS5154	5154 FREEZE RECORD ALREADY EXISTS - CANNOT ADD RECORD - RETRY
DVNPDMS5155	5155 FREEZE RECORD DOES NOT EXIST - CANNOT CHANGE - RETRY
DVNPDMS5156	5156 FREEZE RECORD DOES NOT EXIST - CANNOT DELETE - RETRY
DVNPDMS5157	5157 FREEZE REC DOES NOT EXIST -CANNOT PROCESS DISPOSITION, RETRY
DVNPDMS5158	5158 INVALID SELECTION FOR PRINT DOC - ENTER ’BLANK’ OR ’Y’
DVNPDMS5159	5159 TRANSACTION NOT FOUND ON ACTIVE OR HISTORY FILES
DVNPDMS5160	5160 CASE NUMBER NOT FOUND ON ACTIVE OR HISTORY FILES
DVNPDMS5161	5161 TRANSACTION IS NOT A FINAL DISPOSITION AND NOT REVERSABLE
DVNPDMS5162	5162 TRANSACTION IS NOT REVERSABLE FROM THIS PROCESS
DVNPDMS5163	5163 INVALID ENTRY - PLEASE ENTER ’N’ OR ’F’
DVNPDMS5164	5164 ORDERING-AGENCY-ID MUST BE ENTERED
DVNPDMS5165	WARNING! - CASE IS A COMPONENT SYSTEM, ALL ITEMS WILL BE PROC’SED
DVNPDMS5166	5166 CORRECTION NARRATIVE REQUIRED IF CASE REPORTED TO GSA
DVNPDMS5167	5167 INVALID/INSUFFICIENT INFO TO PROCESS THE REQUESTED FUNCTION
DVNPDMS5168	5168 YOU CAN DISPOSE OF ONLY ONE FREEZE AT A TIME

Number	Short Message (English)
DVNPDMS5169	5169 ENTER DATA FOR FREEZE RECORD:1:
DVNPDMS5170	5170 INSUFFICIENT 'UNFROZEN' QTY AVAIL FOR DISPOSAL DUE TO SALES
DVNPDMS5171	5171 INVALID ENTRY - CANNOT CHANGE FREEZE TYPE
DVNPDMS5172	QUANTITY IS A REQUIRED NUMERIC FIELD GREATER THAN ZERO
DVNPDMS5173	5173 THIS DATA IS NOT VALID WHEN REVERSING FINAL DISPOSITIONS
DVNPDMS5174	5174 THIS DATA IS NOT VALID WHEN REVERSING RECEIPTS
DVNPDMS5175	5175 CASE CURRENTLY CONTAINS 99 ITEMS - NEW ITEMS CANNOT BE ADDED
DVNPDMS6000	MAINTENANCE SUCCESSFULLY SCHEDULED
DVNPDMS6001	MAINTENANCE SUCCESSFULLY RESCHEDULED
DVNPDMS6002	MAINTENANCE SUCCESSFULLY DELETED
DVNPDMS6003	6003 INVALID ENTRY - PLEASE ENTER 'BLANK' OR 'X'
DVNPDMS6004	6004 DISTRIBUTION IS REQUIRED AND MAY NOT BE BLANK
DVNPDMS6005	6005 MAIL STOP IS REQUIRED AND MAY NOT BE BLANK
DVNPDMS6006	6006 NUMBER OF COPIES MUST BE GREATER THAN ZERO (0)
DVNPDMS6007	6007 INVALID ENTRY - VALID VALUES ARE 'A' THRU 'Z' OR '*'
DVNPDMS6008	6008 INVALID ENTRY - PLEASE ENTER 'S', 'U', OR 'V'
DVNPDMS6009	6009 INVALID ENTRY - PLEASE ENTER VALID JOB NUMBER OR 'X'
DVNPDMS6010	6010 INVALID REPORT NUMBER - PLEASE RE-ENTER
DVNPDMS6011	6011 PLEASE ENTER MAINTENANCE JOB NUMBER
DVNPDMS6012	6012 SPECIFIED JOB AND FREQUENCY WAS ALREADY SCHEDULED BY :1:
DVNPDMS6013	6013 INVALID ENTRY - PLEASE ENTER 'D', OR 'X'
DVNPDMS6014	6014 INVALID ENTRY - FREQUENCY MUST BE BETWEEN '0' - '7'
DVNPDMS6015	6015 PRINTER DESTINATION IS REQUIRED AND MAY NOT BE BLANK
DVNPDMS6016	6016 INVALID ENTRY - SELECTION MUST BE BETWEEN 1 AND:1:
DVNPDMS6017	6017 INVALID ENTRY - PLEASE ENTER 'C', 'P', OR LEAVE BLANK
DVNPDMS6018	6018 SELECTED STATUS EQUALS EXISTING STATUS. NO

Number	Short Message (English)
	UPDATE OCCURRED
DVNPDMS6019	6019 JOB CANNOT BE POSTPONED - EFF. DATE IS NOT CURRENT DATE
DVNPDMS6020	6020 JOB CANNOT BE CANCELLED - CAN POSTPONE DAILY REPORTS
DVNPDMS6021	6021 ENTER SEQUENCE NUMBER OR SET STATUS TO BLANK
DVNPDMS6022	6022 MUST ENTER INVENTORY DATE
DVNPDMS6023	6023 PLEASE ENTER REPORT NUMBER
DVNPDMS6024	6024 LAST 3 POSITIONS OF PROP CASE NO. MUST BE NUMERIC > ’000’
DVNPDMS6025	6025 VALID INVENTORY SELECTIONS ARE ’1’, ’2’, ’3’ OR ’4’
DVNPDMS6026	6026 PRE-INVENTORY DATE MUST BE ENTERED
DVNPDMS6027	6027 SELECTION DISALLOWED - INVENTORY STARTED WITHIN LAST 60 DAYS
DVNPDMS6012	6012 SPECIFIED JOB AND FREQUENCY WAS ALREADY SCHEDULED BY :1:
DVNPDMS6013	6013 INVALID ENTRY - PLEASE ENTER ’D’, OR ’X’
DVNPDMS6014	6014 INVALID ENTRY - FREQUENCY MUST BE BETWEEN ’0’ - ’7’
DVNPDMS6015	6015 PRINTER DESTINATION IS REQUIRED AND MAY NOT BE BLANK
DVNPDMS6016	6016 INVALID ENTRY - SELECTION MUST BE BETWEEN 1 AND:1:
DVNPDMS6017	6017 INVALID ENTRY - PLEASE ENTER ’C’, ’P’, OR LEAVE BLANK
DVNPDMS6018	6018 SELECTED STATUS EQUALS EXISTING STATUS. NO UPDATE OCCURRED
DVNPDMS6019	6019 JOB CANNOT BE POSTPONED - EFF. DATE IS NOT CURRENT DATE
DVNPDMS6020	6020 JOB CANNOT BE CANCELLED - CAN POSTPONE DAILY REPORTS
DVNPDMS6021	6021 ENTER SEQUENCE NUMBER OR SET STATUS TO BLANK
DVNPDMS6022	6022 MUST ENTER INVENTORY DATE
DVNPDMS6023	6023 PLEASE ENTER REPORT NUMBER
DVNPDMS6024	6024 LAST 3 POSITIONS OF PROP CASE NO. MUST BE NUMERIC > ’000’

Number	Short Message (English)
DVNPDMS6025	6025 VALID INVENTORY SELECTIONS ARE ’1’, ’2’, ’3’ OR ’4’
DVNPDMS6026	6026 PRE-INVENTORY DATE MUST BE ENTERED
DVNPDMS6027	6027 SELECTION DISALLOWED - INVENTORY STARTED WITHIN LAST 60 DAYS
DVNPDMS6111	6111 NO RECORDS FOUND FOR THIS SALE/LOT NUMBER COMBINATION
DVNPDMS6112	6112 THIS LOT HAS ALREADY BEEN CLOSED
DVNPDMS6113	6113 THIS IS A SPOT BID OR AUCTION SALE
DVNPDMS6114	6114 NO BID AMOUNT HAS BEEN ENTERED FOR BIDDER
DVNPDMS6115	6115 MUST ENTER AT LEAST ONE PROPERTY CASE NUMBER
DVNPDMS6116	6116 PROPERTY NOT FOUND ON CASE FILE
DVNPDMS6117	6117 SALE METHOD NOT IDENTIFIED AS SEALED BID
DVNPDMS6118	6118 PROPERTY IS NOT UNDERGOING SURPLUS SCREENING
DVNPDMS6119	6119 PROPERTY IS ALREADY PART OF ANOTHER LOT
DVNPDMS6120	6120 REQUESTOR/COMPANY NAME MUST BE ENTERED
DVNPDMS6121	6121 FREEZE(S) EXIST FOR THIS PROPERTY
DVNPDMS6122	6122 MUST SELECT AT LEAST ONE LOT NUMBER
DVNPDMS6123	6123 CANNOT MIX EXCH/SALE WITH NON-EXCH/SALE CASES IN SAME LOT
DVNPDMS6124	6124 MUST ENTER CONTRACT PROPERTY REMOVAL DATE
DVNPDMS6125	6125 CONTRACT PROPERTY REMOVAL DATE CANNOT BE LESS THAN SALE DATE
DVNPDMS6126	6126 MUST ENTER PAYMENT DUE DATE
DVNPDMS6127	6127 PAYMENT DUE DATE CANNOT BE LESS THAN SALE DATE
DVNPDMS6128	6128 MUST ENTER SALE METHOD FOR LOCAL NASA SALES
DVNPDMS6129	6129 SALE METHOD MUST BE ’1’, ’2’, ’3’, ’4’, OR ’5’
DVNPDMS6130	6130 SALE DATE CANNOT BE CHANGED TO ANOTHER FISCAL YEAR
DVNPDMS6131	6131 VALUE MUST BE ’BLANK’, ’C’, ’D’, OR ’W’
DVNPDMS6132	6132 CANNOT CHANGE SEALED BID METHOD TO SPOT BID OR AUCTION
DVNPDMS6133	6133 VALUE MUST BE ’BLANK’ OR ’R’

Number	Short Message (English)
DVNPDMS6134	6134 VALUE MUST BE ’C’ OR ’Y’
DVNPDMS6135	6135 NEW SALE DATE MUST DIFFER FROM PREVIOUS SALE DATE
DVNPDMS6136	6136 SALE DATE MUST BE GREATER THAN OR EQUAL TO THE CURRENT DATE
DVNPDMS6137	6137 MUST ENTER BIDDER NUMBER FOR LOCAL NASA SALES
DVNPDMS6138	6138 MUST ENTER BIDDERS LAST NAME
DVNPDMS6139	6139 MUST ENTER BIDDERS FIRST NAME
DVNPDMS6140	6140 EXPLANATION IS REQUIRED TO CHANGE BID AMOUNT
DVNPDMS6141	6141 YOU MAY ONLY SELECT ONE AWARDEE
DVNPDMS6142	6142 NO AWARDEE HAS BEEN SELECTED
DVNPDMS6143	6143 MUST ENTER DATE BID AWARDED
DVNPDMS6144	6144 DATE BID AWARDED MUST BE EQUAL OR LATER THAN SALE DATE
DVNPDMS6145	6145 ACTUAL REMOVAL DATE ENTERED - MUST ENTER ACTUAL PAYMENT DATE
DVNPDMS6146	6146 ACTUAL PROPERTY REMOVAL DATE MUST BE LATER THAN SALE DATE
DVNPDMS6147	6147 MUST ENTER SALE AMOUNT
DVNPDMS6148	6148 MUST ENTER ACTUAL PROPERTY REMOVAL DATE
DVNPDMS6149	6149 LOT NUMBER IS REQUIRED FOR GSA SALES
DVNPDMS6150	6150 ACTUAL PROPERTY PAYMENT DATE MUST BE LE REMOVAL DATE
DVNPDMS6151	6151 NO BIDDER FOUND FOR THIS SALE/LOT NUMBER
DVNPDMS6152	6152 ENTERED BIDDER NUMBER ALREADY EXISTS
DVNPDMS6153	6153 BID AMOUNT MUST BE A NUMERIC VALUE GREATER THAN ’0’
DVNPDMS6154	6154 CANNOT MODIFY - NO BID AMOUNT ENTERED
DVNPDMS6155	6155 BID PREV. MODIFIED, MODIFICATION MAY NOT BE ’BLANK’
DVNPDMS6156	6156 THIS LOT HAS ALREADY BEEN AWARDED
DVNPDMS6157	6157 SALE RCPT DOC. HAS NOT BEEN GENERATED FOR THIS LOT/SALE
DVNPDMS6158	6158 VALUE MUST BE ’C’, ’W’, ’D’, OR ’N’

Number	Short Message (English)
DVNPDMS6159	6159 INSUFFICIENT ’UNFROZEN’ QUANTITY AVAILABLE FOR SALE
DVNPDMS6160	6160 ENTERED SALE DATE CANNOT BE LATER THAN CURRENT DATE
DVNPDMS6161	SALE QUANTITY MAY BE ADJUSTED FOR EACH CASE NUMBER ADDED
DVNPDMS6162	ENTER OPTIONAL UPSET PRICE
DVNPDMS6163	6163 NO QUANTITY IS AVAILABLE FOR SALE
DVNPDMS6164	6164 SALE QUANTITY MUST BE GREATER THAN 0
DVNPDMS6165	CASES SUCCESSFULLY LOTTED
DVNPDMS6166	LOT SUCCESSFULLY CHANGED
DVNPDMS6167	SEALED BIDS FOR:1:LOT(S) ADDED FOR BIDDER:2:
DVNPDMS6168	CHANGE SEALED BIDS PROCESS ENDED SUCCESSFULLY
DVNPDMS6169	:1:LOTS SUCCESSFULLY CLOSED TO BIDDER:3:
DVNPDMS6170	LOT SUCCESSFULLY REVERSED
DVNPDMS6171	LOTS SUCCESSFULLY CANCELLED
DVNPDMS6172	WARNING! - PLEASE ENTER MORE CASES ON THE SCREEN
DVNPDMS6173	:1:LOT(S) SUCCESSFULLY AWARDED (WITH:2:CASE(S))
DVNPDMS6174	6174 ACTUAL PROPERTY PAYMENT DATE CANNOT BE LT SALE DATE
DVNPDMS6175	6175 PLEASE ENTER 7 LOT NUMBERS
DVNPDMS6176	6176 INVALID ENTRY - MUST BE ’Y’, ’N’ OR ’BLANK’
DVNPDMS6177	6177 INVALID ENTRY - MUST BE ’Y’ OR ’BLANK’
DVNPDMS6178	6178 CASE NUMBER/ITEM ID ALREADY EXISTS FOR THIS SALE/LOT NUMBER
DVNPDMS6179	6179 INVALID ENTRY - THIS FIELD MUST REMAIN BLANK
DVNPDMS6180	PRESS ’ENTER’ TO CONTINUE
DVNPDMS6181	6181 UPSET PRICE MUST BE LESS OR EQUAL TO THE TOTAL ACQUISITION
DVNPDMS6182	6182 SALE METHOD FOR GSA SALE MUST BE 2 - 5 OR ’BLANK’
DVNPDMS6183	6183 INVALID ENTRY - MUST BE ’D’ OR LEAVE BLANK
DVNPDMS6184	6184 DUPLICATE LOT NUMBER

Number	Short Message (English)
DVNPDMS6185	6185 MUST ENTER AT LEAST ONE BID AMOUNT
DVNPDMS6186	6186 SALES NUMBER MUST BE IN TABLE 113 - PLEASE CANCEL SALE
DVNPDMS6187	6187 NO BIDDER(S) HAVE BEEN ENTERED FOR THIS LOT
DVNPDMS6188	6188 INVALID ENTRY - ONLY ’X’ OR ’ ’ IS ALLOWED IN THIS FIELD
DVNPDMS6189	6189 UPSET PRICE MAY NOT BE A NEGATIVE AMOUNT
DVNPDMS6190	6190 SALE AWARD COMPLETED WITH NO DATA MODIFIED.
DVNPDMS6191	LOT SUCCESSFULLY DELETED
DVNPDMS6192	6192 REMOVAL/PAYMENT DATE MUST BE GE SALE DATE::1:
DVNPDMS6193	6193 DATE BID AWARDED CANNOT BE GREATER THAN CURRENT DATE
DVNPDMS6194	6194 BIDS EXIST FOR THIS SALE - SALE METHOD MUST BE ’1’
DVNPDMS6195	SALE:1:ADDED SUCCESSFULLY
DVNPDMS6196	SALE:1:MODIFIED SUCCESSFULLY
DVNPDMS6197	LOT(S) SUCCESSFULLY ADDED TO SALE:1:
DVNPDMS6198	6198 LOT NUMBER ALREADY EXISTS FOR THIS SALE
DVNPDMS6199	6199 LOT HAS BEEN AWARDED - VALUE MUST BE BLANK OR ’D’
DVNPDMS6200	6200 ALL LOTS HAVE BEEN AWARDED FOR THIS SALE
DVNPDMS6201	6201 THERE ARE NO BIDS FOR THIS LOT
DVNPDMS6202	6202 BIDDER NOT FOUND FOR THIS SALE
DVNPDMS6203	6203 SALE DATE MUST BE LE CONTRACT PROP REMOVAL DATE::1:
DVNPDMS6204	6204 SALE DATE MUST BE LE PAYMENT DUE DATE::1:
DVNPDMS6205	WARNING! - THE SALE DATE HAS EXPIRED
DVNPDMS6206	6206 ACTUAL PROPERTY PAYMENT DATE MUST BE LE CURRENT DATE
DVNPDMS6207	AWARDED LOT SUCCESSFULLY MODIFIED
DVNPDMS6208	AWARDED LOT SUCCESSFULLY CLOSED
DVNPDMS6209	:1:LOT(S) SUCCESSFULLY AWARDED AND CLOSED (WITH:2:CASE(S))
DVNPDMS6210	6210 UPSET PRICE NOT PRESENT; CANNOT AWARD LOT - USE CHANGE

Number	Short Message (English)
DVNPDMS6211	6211 PLEASE ENTER A CASE NUMBER, OR CANCEL THE PROCESS
DVNPDMS6212	6212 SALE DATE NOT PRESENT; CANNOT PROCESS - USE CHANGE
DVNPDMS6213	6213 PAYMENT DUE DATE CANNOT BE GT CONTRACT REMOVAL DATE
DVNPDMS6214	6214 BIDDER HAS BID ON ALL AVAILABLE LOTS
DVNPDMS6215	6215 NO RECORDS FOUND
DVNPDMS6216	WARNING! - YOU HAVE NOT SELECTED THE HIGHEST BIDDER
DVNPDMS6217	6217 THIS IS AN INVALID SALE NUMBER - MUST BE GSA
DVNPDMS6218	6218 INVALID SALE NUMBER FOR GSA SINGLE CASE SALE
DVNPDMS6219	6219 INVALID CASE NUMBER FOR THIS GSA SALE
DVNPDMS6220	6220 ACTUAL PAYMENT DATE MUST BE GE AWARD DATE
DVNPDMS6221	6221 ACTUAL REMOVAL DATE MUST BE GE AWARD DATE
DVNPDMS6222	6222 ENTER BEGIN DATE NOT REQUIRED FOR THIS REPORT IF FREQ > 0
DVNPDMS6223	BEGIN DATE REQUIRED FOR REPORTS ’008’,’009’,’010’
DVNPDMS6224	ONE OF THE HIGHLIGHTED FIELDS IS REQUIRED
DVNPDMS6225	6225 NEMS OUT CODE PRESENT DISPOSAL DENIED, CHECK WITH NEMS CNTRL
DVNPDMS6226	6225 NEMS IN CODE PRESENT DISPOSAL DENIED, CHECK WITH NEMS CNTRL
DVNPDMS6227	INVALID ENTRY - MUST BE ’1-4’
DVNPDMS7000	7000 CASE RECORD HAS NOT BEEN REPORTED TO GSA
DVNPDMS7001	CASE(S) HAS BEEN RESET FOR TRANSMISSION TO GSA
DVNPDMS9999	9999 OPTION CURRENTLY NOT AVAILABLE - CHOOSE ANOTHER

9. APPENDIX D - PF KEY FUNCTIONS

Program Functions (PF)

There are three ways to navigate using the PF Key functions. The user may press a PF Key or move the cursor over the PF Key shown on the screen and press **<Enter>**; or, type F15 for PF15 on the navigation line and press **<Enter>**.

A legend appears at the bottom of each screen displaying the applicable PF keys and the associated function. The following PF key function routines are performed by all NPDMS online programs:

- The following PF key assignments are used to navigate throughout AIM supported systems:

Low PF Keys

PF1	=	Help	(Display Help)
PF2	=	HiPF	(Toggle to PF13-PF24)
PF3	=	Prev	(Return to Previous Screen)
PF4	=	Optn	(Options)
PF5	=	Main	(Go to the System Main Menu)
PF6	=	Not Defined	
PF7	=	PgUp	(Scroll Up)
PF8	=	PgDn	(Scroll Down)
PF9	=	Clear	(Clear and Refresh All Screen Input)
PF10	=	Left	(Scroll Left)
PF11	=	Right	(Scroll Right)
PF12	=	End	(Invoked User Exit NXXF12PA)

- NPDMS uses the following PF key assignments throughout the NPDMS application:

High PF Keys

PF13	=	Help	(Display Help)
PF14	=	LoPF	(Toggle to PF1-PF12)
PF15	=	Prev	(Previous Screen)
PF16	=	Rvw	(Review Case)
PF17	=	Cncl	(Go to Previous Menu)
PF18	=	Cmnts	(Error Process Comments)
PF19	=	PgUp	(Scroll Up)
PF20	=	PgDn	(Scroll Down)
PF21	=	Clear	(Refresh Screen)
PF22	=	Unused	
PF23	=	Unused	
PF24	=	Exit	(Go to Main Menu)

- The **PF1** or **PF13** Key is used for help maps. The system provides the user with field level help by either typing '?' or moving the cursor to the field and then pressing PF1 or PF13.

- The **PF3** or **PF15** Key is used to return the user to the previous screen.

- The user can scroll up or down by pressing the **PF7/PF19** or **PF8/PF20** Keys respectively and it displays additional data, if applicable. The system shows '<u>More</u>:' at the bottom of the screen if there is more data for the screen.

- The **PF9** or **PF21** Key is used to refresh the screen and any data entered before pressing **PF9** or **PF21** is lost. This key is useful if data entry errors are made before pressing the **<Enter>** key.

- When a NATURAL processing error is encountered, the user may press the **PF18** Key to enter comments regarding the error and the specific processing the user was attempting to accomplish.

- The user can scroll up or down by pressing the **PF7/PF19** or **PF8/PF20** Keys respectively, which allows additional data to display, if applicable. The system shows 'More:' at the bottom of the screen if there is more data for the screen.

- The **PF9** or **PF21** Key is used to refresh the screen and any data entered before pressing **PF9** or **PF21** is lost. This key is useful if data entry errors are made before pressing the 'ENTER' key.

- The **PF10** Key is used to Scroll Left on the screen, the **PF22** Key is Not Defined in NPDMS.

- The **PF11** Key is used to Scroll Right on the screen, the **PF23** Key is Not Defined in NPDMS.

- The **PF12** Key is used to Exit the system, whereas the **PF24** Key is used to return the user to the NPDMS Main Menu for exiting the system.

10. APPENDIX E - DIRECT COMMAND NAVIGATION

The Natural 2.2 Command Processor defines and controls navigation within NPDMS. The Command Processor is set up as a table. The Site Data Base Administrator (DBA) controls and maintains the Command Processor Table. It is used, for example, to define a command 'CHANGE CASE' to provide direct access to the 'Change Case' function. When the user enters this command string on the navigation line of a screen, the Natural command processor processes the input and executes the action(s) assigned to the command. Some commands require additional data. The 'CHANGE CASE' command requires the property case number (and possibly an item Identifier in the event the change is for a component system) to fully complete the direct command. If the data is omitted or invalid, the menu that invokes the function is displayed with an appropriate informational message. Here, the transaction menu would display with a message indicating that either the property case number was not entered, or that the case entered was not found.

Once the function is complete, the system takes the user to the menu that normally invokes the function. In this example, once the change case function is complete, the transaction menu appears. The user can then use standard menu commands to navigate, or enter another direct command.

NPDMS takes advantage of the following features of the command processor:

- Each screen that allows direct commands has a navigation line on it. The user may enter any direct command on that line and the system can then process that command.

- The command processor automatically compares every keyword specified with all other keywords and determines the minimum number of characters in each keyword required to uniquely Identify the keyword. This means that, when entering commands in NPDMS, users may shorten each keyword to the minimum length required by the command processor to distinguish it from other keywords. CHANGE could be abbreviated to CHANG, CHAN, CHA, CH, or even C if there were no other commands starting with the letter C.

NPDMS direct commands use one, two, or three words, followed by optionally one or more data values. The command structure is an action word followed by an object, followed by an additional word. The data follows the command. NOTE: For data values that include the Property Case Number, enter only the last 8 characters of the case number. The first 6 characters are filled by the system with the Installation Federal Activity Address Code of the current system user. The Natural Command

Processor requires that each part of the command (Action, Object, Additional Word) and data be separated by a blank space. Action words used in the NPDMS command processor include ADD, CHANGE, DELETE, DONATE, and TRANSFER. Objects in the NPDMS design include CASE, LOT, and REPORT. An example of a valid direct command to change a component item case is as follows:

CHANGE CASE 2125C073

which could be uniquely abbreviated to any of the following:

CHAN CA 2125C073,

CH CAS 2125C073,

CHA CASE 2125C073,

CH CA 2125C073,

or any other valid, unique string of characters. NPDMS Direct Commands, includes all of the valid commands, identifies the data that is needed, describes the processing action, and refers to the appropriate section in the design specification.

Action	Object	Addition	Data Value 1	Data Value 2	Processing Action	Design Specification Section	Program
ADD	CASE				Transaction-Non-controlled case add	2.1.3.5.1 Add/Change	ND5000PA
ADD	CASE		#ECN	#CUSTODIAN-ACCOUNT-NUMBER	Transaction-Controlled case add	2.1.3.5.1 Add/Change	ND5000PA
ADD	ITEM		#PROP-CASE-NMBR	#ECN	Transaction Component item add	2.1.3.5.1 Add/Change	ND5000PA
ADD	RPT		#RPT-MAINT-PGM-ID		Schedule a new report job	2.1.3.2 Reports Selection	ND2300PA
ADD	TBL		#SYS-TBL-ID		Add an entry to a table	2.1.3.3 Tables	ND3000PA
CHANGE	CASE		#PROP-CASE-NMBR	#ITEM-ID	Transaction-Change case	2.1.3.5.1 Add/Change	ND5000PA
CHANGE	RPT		#RPT-MAINT-PGM-ID		Reschedule an exiting report job	2.1.3.2 Reports Selection	ND2300PA
CHANGE	TBL		#SYS-TBL-ID		Modify an entry in a table	2.1.3.3 Tables	ND3000PA
CONVERT	CASE		#PROP-CASE-NMBR		Transaction-Convert case to component system	2.1.3.5.27 Convert Case to Component	ND5000PA
CONVERT	COMPONENT		#PROP-CASE-NMBR	#ITEM-ID	Transaction-Convert component system to a case	2.1.3.5.28 Convert Component to Case	ND5000PA
DELETE	CASE		#PROP-CASE-NMBR	#ITEM-ID	Transaction-Delete single case or component system	2.1.3.5.4 Delete Single Case, 2.1.3.5.5 Delete Component System	ND5000PA
DELETE	RPT		#RPT-MAINT-PGM-ID		Delete a currently scheduled report job	2.1.3.2 Reports Selection	ND2300PA
DELETE	TBL		#SYS-TBL-ID		Delete an entry from a table	2.1.3.3 Tables	ND3000PA
DISPOSITION	ABANDONED		#PROP-CASE-NMBR	#ITEM-ID	Abandoned or Destroyed Property (T18)	2.1.3.5.23 T18 Abandoned or Destroyed Property	ND5000PA
DISPOSITION	SCRAP		#PROP-CASE-NMBR	#ITEM-ID	Scrap/Salvage transaction (T03)	2.1.3.5.10 Expended to Scrap	ND5000PA
DISPOSITION	SURVEY		#PROP-CASE-NMBR	#ITEM-ID	Survey lost personal property (T04)	2.1.3.5.11 T04 Survey Lost Personal Property	ND5000PA
DONATE	APPROVED		#PROP-CASE-NMBR	#ITEM-ID	Donation approved by GSA (T13)	2.1.3.5.20 T13 Donation Approved by GSA	ND5000PA
DONATE	FOREIGN		#PROP-CASE-NMBR	#ITEM-ID	Transfer of foreign excess property for donation (T10)	2.1.3.5.17 T10 Transfer of Foreign Excess Property For Donation	ND5000PA
DONATE	OTHER		#PROP-CASE-NMBR	#ITEM-ID	Donation to other without prior GSA	2.1.3.5.24 T20 Donation to Other	ND5000PA

Action	Object	Addition	Data Value 1	Data Value 2	Processing Action	Design Specification Section	Program
					approval (T20)	Without Prior GSA Approval	
DONATE	PUBLIC		#PROP-CASE-NMBR	#ITEM-ID	Donation to public bodies without prior GSA approval (T11)	2.1.3.5.18 T11 Donation to Public Bodies Without Prior GSA Approval	ND5000PA
ENTER	SRD				Enter SRD and GSA control number	2.1.3.5.29 Enter SRD and GSA Control Number	ND5000PA
EXCHANGE			#PROP-CASE-NMBR	#ITEM-ID	Exchange/Sale of property traded to vendor (T19)	2.1.3.5.8 Exchange/Sale of Property (T19)	ND5000PA
FREEZE			#PROP-CASE-NMBR	#ITEM-ID	Freeze transactions	2.1.3.5.9 Freeze	ND5000PA
INVENTORY					Access the NPDMS inventory menu	2.1.3.6 Inventory	ND6000PA
LIST	RPT				List standard reports by frequency	2.1.3.2 Reports Selection	ND2100PA
SALES					Access the NPDMS sales process menu	2.1.3 .5.7 Sales Process	ND4900PA
MAIN					Access the NPDMS main menu	2.1.3 Online Processing Architecture Decomposition	NDO000PC
PROCESS	RPT				Access the Add, Change, Delete Report Menu	2.1.3.2 Reports Selection	ND2300PA
QUERY					Access SuperNATURAL	2.1.3.1 Queries	ND1000PA
RECEIPTS			#PROP-CASE-NMBR	#ITEM-ID	Receipt transaction (T02)	2.1.3.5.6 Receipt Transaction	ND5000PA
REPORTS					Access the NPDMS reports selection menu	2.1.3.2 Reports Selection	ND2000PA
REPORTS	SCHEDULE				Access the NPDMS regularly scheduled reports / maintenance menu	2.1.3.2 Reports Selection	ND2400PA
RESET	GSA				Access the NPDMS retransmit GSA rejected records	2.1.3.7 Retransmit GSA Rejected Case Records	ND7000PA
REVERSE	TRANS-ACTION		#ERN, #ECN, #PROP-CASE-NMBR, #DOC-NMBR		Reversal transaction	2.1.3.5.25 RT99 Reversal	ND5000PA
REVERSE	RECEIPT		#ERN, #ECN, #PROP-CASE-NMBR, #DOC-NMBR		Reversal Receipt	2.1.3.5.26 RT02 Reversal	ND5000PA
SELECT	RPT		#RPT-MAINT-PGM-ID		Select on-request reports	2.1.3.2 Reports Selection	ND2200PA
SELECT	CASE				Eligible for DRMO Listing	2.2.2.1.30 Cases Eligible DRMO List	ND2500PA

Action	Object	Addition	Data Value 1	Data Value 2	Processing Action	Design Specification Section	Program
TABLES					Access the NPDMS tables menu	2.1.3.3 Tables	ND3000PA
TRADE			#PROP-CASE-NMBR		Transaction Traded to Vendor	2.1.3.5.8 Exchange/Sale Of Property	ND5000PA
TRANSFER	DRMO		#PROP-CASE-NMBR	#ITEM-ID	Transfer to DRMO (T09)	2.1.3.5.16 T09 Transferred to DRMO for Further Disposal Processing	ND5000PA
TRANSFER	GSA		#PROP-CASE-NMBR	#ITEM-ID	Transfer to GSA (T12)	2.1.3.5.19 T12 Transferred to GSA For Further Disposal Processing	ND5000PA
TRANSFER	NASA	GENERATIN G	#PROP-CASE-NMBR	#ITEM-ID	Utilized by generating NASA center (T05)	2.1.3.5.12 T05 Utilized By Generating NASA Center	ND5000PA
TRANSFER	NASA		#PROP-CASE-NMBR	#ITEM-ID	Utilized by other NASA center (T06)	2.1.3.1.13 T06 Utilized By Other NASA Center	ND5000PA
TRANSFER	OFA		#PROP-CASE-NMBR	#ITEM-ID	Transfer to other federal agency without GSA approval (T08)	2.1.3.5.15 T08 Transferred For Use By Other Federal Agency Without GSA Approval	ND5000PA
TRANSFER	OFAGSA		#PROP-CASE-NMBR	#ITEM-ID	Transfer to other federal agency with GSA approval (T07)	2.1.3.5.14 T07 Transferred For Use By Other Federal Agency With GSA Approval	ND5000PA
TRANSFER	OTHER		#PROP-CASE-NMBR	#ITEM-ID	Transfer to other without GSA approval (T16)	2.1.3.5.22 T16 Transferred To Other Without Prior GSA Approval	ND5000PA
TXN					Access the NPDMS transaction menu	2.1.3.5 NPDMS Transaction Menu	ND5000PA

11. APPENDIX F - NPDMS USER AUTHORIZATION FORM

NPDMS USER AUTHORIZATION FORM (Part 1 of 3)

USER GROUP: _____

Group/User authorization by NPDMS Direct Commands

User's Name	User ID	Org Code	Telephone	Comment

NPDMS USER AUTHORIZATION FORM (Part 2 of 3)

Group/User authorization by NPDMS Direct Commands

CAUTION

1. The Default Condition Is ALLOW For ALL NPDMS FUNCTIONS

2. If MAIN Is Disallowed Access To The NPDMS Is Disallowed

Action	Object	Addition	Disallow (Set = X)
MAIN			
QUERY			
REPORTS			
LIST	RPT		
PROCESS	RPT		
REPORTS	SCHEDULE		
SELECT	RPT		
ADD	RPT		
CHANGE	RPT		
DELETE	RPT		
SELECT	CASE		
TABLES			
ADD	TBL		
CHANGE	TBL		
DELETE	TBL		
TXN			
ADD	CASE		
ADD	ITEM		
CHANGE	CASE		
DELETE	CASE		
RECEIPTS			
SALES			
TRADE			
FREEZE			
DISPOSITION	SCRAP		
DISPOSITION	SURVEY		
TRANSFER	NASA	GENERATING	
TRANSFER	NASA		
TRANSFER	OFAGSA		

TRANSFER	OFA		
TRANSFER	DRMO		
DONATE	FOREIGN		
DONATE	PUBLIC		
TRANSFER	GSA		
DONATE	APPROVED		
TRANSFER	OTHER		
DISPOSITION	ABANDONED		
EXCHANGE			
DONATE	OTHER		
REVERSE	TRANS-ACTION		
REVERSE	RECEIPT		
CONVERT	CASE		

NPDMS USER AUTHORIZATION FORM (Part 2 of 3)

Group Authorization by NPDMS Table

CAUTION

1. The Default Condition Is ALLOW For ALL NPDMS FUNCTIONS

TABLE ID	TABLE NAME	LOCAL COMMAND	DISALLOW (Set = X)
001	USER ACCESS TABLE	ND3001PA	
005	GSA Region Table	ND3005PA	
010	DRMO DODAAC Table	ND3010PA	
015	Exception Processing Table	ND3015PA	
020	Federal Supply Classification (FSC) Code Table	ND3020PA	
025	Unit Of Measure Table	ND3025PA	
030	Supply Condition Code Table	ND3030PA	
035	Disposal Condition Code Table	ND3035PA	
040	Performance Measures Standard Table	ND3040PA	
045	Demilitarization Code Table	ND3045PA	
050	Center Profile Table	ND3050PA	
055	Report/Maintenance Selection table	ND3055PA	
060	Shelf Life Type I Table	ND3060PA	
062	Shelf Life Type II Table	ND3062PA	
065	Hazardous Materials Code Table	ND3065PA	
070	Controlled Inventory Item Code Table	ND3070PA	
075	ADPE Identification Code Table	ND3075PA	
080	Precious Metals Code Table	ND3080PA	
085	Material Management Aggreation Code Table	ND3085PA	
090	DRMO Disposal Authority Code Table	ND3090PA	
095	DRMO Additional Data Code Table	ND3095PA	
105	Installation Code Table	ND3105PA	
145	Printer Destination Table	ND3145PA	
155	Screening Days Table	ND3155PA	
160	Reimbursement Code Table	ND3160PA	
165	Hazardous Materials Indicator Codes Table	ND3165PA	

NPDMS USER AUTHORIZATION FORM (Part 3 of 3)

12. APPENDIX G - SUPER NATURAL QUERIES

The Queries feature provides access to the Software AG's SUPER NATURAL. This online capability allows the user the ability to retrieve data pertaining to both active and historical property disposal data. This data includes both case and transaction data. When using the ad hoc query portion of NPDMS, the user may store and save the query, and produce reports. The following Queries are available using SUPER NATURAL:

Name	Description
BIDABS	View of Bidder File
CASECNT File	Case Item Listing on the Active Case
CASEHST File	Case Item Listing on the Case History
DNMTRN	View of NEMS Daily Transaction File
EQUIP	View of NEMS Equipment File
FINANCE Tables	1800, 623 Monthly and Annual Balance
FRGCASE Case File	List Foreign Property on the Active
GSA-DOD File	GSA and DRMO Indicators on the Case
GSARPT	List Cases Reportable to GSA
NEM-EQP	View of NEMS Equipment File
NEM-HST	NEMS History File
NSMS	NSMS Interface File
RPT-IND	List Different Type of Reporting Indicators
SALES	List Cases Lotted for Sale
SCRDATE	List of Screening Time Frames for a Case
TB-001	NPDMS User Access TABLE-001
TB-005	NPDMS GSA Region Code TABLE-005
TB-010	NPDMS DRMO DODAAC TABLE-055
TB-020	NPDMS FSC Code TABLE-020

TB-025	NPDMS Unit of Measure Code TABLE-025
TB-030	NPDMS Supply Condition Code TABLE-030
TB-035	NPDMS Disposal Condition Code TABLE-035
TB-045	NPDMS Demilitarization Code TABLE-045
TB-050	NPDMS Center Profile TABLE-050
TRH-CNT	Utilization Activity Listing Active File Transaction
TRX-CNT	View of NPDMS Transaction File

Refer to Section 4.4 for SUPER NATURAL information.

13. APPENDIX H - BATCH HELP GUIDES

Sample JCL (Batch Driver)

```
//JOBCARD JOB (ACCNT INFO),'NPDMS',CLASS=A,REGION=2000K,
//        NOTIFY=USERID,MSGLEVEL=(1,1),MSGCLASS=T
//*
//AUDIT1   EXEC  PGM=IEFBR14
//DELETE   DD DSN=NPDMS.BATCH.AUDIT.REPORT,
//           DISP=(OLD,DELETE,DELETE)
//*
//AUDIT2   EXEC  PGM=IEFBR14
//CREATE  DD DSN=NPDMS.BATCH.AUDIT.REPORT,
//          DISP=(,CATLG,DELETE),
//          DCB=(RECFM=FB,LRECL=62,BLKSIZE=6324),
//          SPACE=(TRK,(1,1),RLSE),
//          UNIT=TUSR
//*
//NPDMS  EXEC NATURAL2
//CMPRINT   DD SYSOUT=*
//CMPRT30   DD SYSOUT=*
//CMSYNIN  DD *
```

```
%*
LIBRARY,USERID,PASSWORD
NDB000PA
FIN
/*
//
```

Sample Table 140

```
140STNDRD2001//*
140STNDRD2002//NPDMS  EXEC NATURAL2,NATPGM='NAT2AIM',NATPRM='MAINPR=01',
140STNDRD2003//  DSNLOAD='SYS1.ADABAS.V5R2M5',DSNNAT='SYSPP.NATURAL.V2R2M5',SVC=236
140STNDRD2004//CMPRT01  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140M300PA2001//CMPRT02  DD SYSOUT=*
140R003PA2001//CMPRT02  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R007PA2001//CMPRT02  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R007PA2002//CMWKF01  DD DSN=&&NDR007,SPACE=(TRK,(20,3),RLSE),UNIT=WORK
140R008PA2001//CMPRT02  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R008PA2002//CMPRT03  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R008PA2003//CMWKF01  DD DSN=&&NDR008,SPACE=(TRK,(50,5),RLSE),UNIT=WORK
140R009PA2001//CMPRT02  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R009PA2002//CMPRT03  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R009PA2003//CMWKF01  DD DSN=&&NDR009A,SPACE=(TRK,(20,3),RLSE),UNIT=WORK
140R009PA2004//CMWKF02  DD DSN=&&NDR009B,SPACE=(TRK,(20,3),RLSE),UNIT=WORK
140R010PA2001//CMPRT02  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R010PA2002//CMPRT03  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R010PA2003//CMWKF01  DD DSN=&&NDR010A,SPACE=(TRK,(20,3),RLSE),UNIT=WORK
140R010PA2004//CMWKF02  DD DSN=&&NDR010B,SPACE=(TRK,(20,3),RLSE),UNIT=WORK
140R011PA1001//*
140R011PA1002/*JOBPARM LINECT=88
140R012PA1001//*
140R012PA1002/*JOBPARM LINECT=88
140R013PA1001//*
140R013PA1002/*JOBPARM LINECT=88
140R014PA2001//CMPRT02  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R014PA2002//CMPRT03  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R014PA2003//CMPRT04  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R014PA2004//CMPRT05  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R014PA2005//CMPRT06  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R014PA2006//CMPRT07  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R014PA2007//CMPRT08  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R014PA2008//CMPRT09  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R014PA2009//CMPRT10  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R016PA2001//CMPRT02  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R016PA2002//CMPRT03  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R016PA2003//CMPRT04  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R016PA2004//CMPRT05  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R016PA2005//CMWKF01  DD DSN=&&NDR016A,SPACE=(TRK,(20,3),RLSE),UNIT=WORK
```

```
140R017PA2001//CMPRT02  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R017PA2002//CMWKF01  DD DSN=&&NDR017A,SPACE=(TRK,(20,3),RLSE),UNIT=WORK
140R019PA1001//*
140R019PA1002/*JOBPARM LINECT=88
140R019PA2001//CMPRT02  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R019PA2002//CMPRT03  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R019PA2003//CMPRT04  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R019PA2004//CMWKF01  DD DSN=&&NDR019A,SPACE=(TRK,(20,3),RLSE),UNIT=WORK
140R019PA2005//CMWKF02  DD DSN=&&NDR019B,SPACE=(TRK,(20,3),RLSE),UNIT=WORK
140R021PA2001//CMPRT02  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R021PA2002//CMPRT03  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R021PA2001//CMPRT04  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R022PA2001//CMPRT02  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R022PA2002//CMPRT03  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R022PA2003//CMPRT04  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R023PA2001//CMPRT02  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R023PA2002//CMWKF01  DD DSN=&&NDR023A,SPACE=(TRK,(20,3),RLSE),UNIT=WORK
140R026PA2001//CMPRT02  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R026PA2002//CMPRT03  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R027PA1001//*
140R027PA1002/*JOBPARM LINECT=88
140R110PA2001//CMWKF01  DD DSN=NPDMS.GSFC.GSA.TRANSFER.DATA(+1),
140R110PA2002//         DISP=(,CATLG,DELETE),
140R110PA2003//         DCB=(SYS1.GDGMODEL,RECFM=FB,LRECL=80,BLKSIZE=6240),
140R110PA2004//         SPACE=(TRK,(5,3),RLSE),
140R110PA2005//         UNIT=TUSR
140R130PA2001//CMPRT02  DD SYSOUT=#SYSOUT#,DEST=#DEST#,COPIES=#COPIES#
140R130PA2002//CMWKF01  DD DSN=&&NDR130A,SPACE=(TRK,(20,3),RLSE),UNIT=WORK
140STNDRD3001//CMPRINT  DD SYSOUT=*
140STNDRD3002//CMPRT31  DD SYSOUT=#CVROUT#,DEST=#DEST#,COPIES=#COPIES#
140STNDRD3003//CMWKF31  DD DSN=NPDMS.BATCH.AUDIT.REPORT.DEV,DISP=(MOD,CATLG,KEEP)
140STNDRD3004//CMOBJIN  DD DSN=NPDMS.LIB.NPDMS(DVOBJIN),DISP=SHR
140STNDRD3005//CMSYNIN  DD *
140STNDRD3006#PROGRAM# #ISN#
140STNDRD3007FIN
140STNDRD3008/*
140STNDRD4999//
```

The following reports can be printed in landscape with at least 60 lines per page and 132 characters per line:

NDR001PA	Awaiting Pickup
NDR002PA	Pending GSA Acknowledgement
NDR001PA	Awaiting Pickup
NDR002PA	Pending GSA Acknowledgment
NDR003PA	Sales Listing
NDR004PA	Items Reported to GSA Over 180 Days
NDR005PA	Foreign Screening
NDR006PA	Freeze Status
NDR007PA	NEMS Interface Report
NDR008PA	Property Held by Property Disposal Officer
NDR009PA	Monthly Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property
NDR010PA	Annual Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property
NDR014PA	Idle Property Screening List
NDR015PA	Cases Eligible for Transfer to DRMO Listing
NDR016PA	Daily Transaction Report
NDR017PA	Annual Report of Exchange/Sale Transactions
NDR018PA	Sales Prep
NDR019PA	Abstract of Bids
NDR020PA	Bidder’s Notification of Award
NDR021PA	Final Inventory/Reconciliation
NDR022PA	Post Inventory
NDR024PA	NSMS Accepted Items
NDR025PA	NSMS Rejected Items
NDR026PA	NSMS Matched/Overage/Underage

NDR110PA	GSA Electronic Interface
NDM200PA	ERN and Serial Number Reset
NDM300PA	Batch Audit Report
NDM610PA	Pre-Inventory Report

The following reports require portrait orientation with at least 88 lines per page and 100 characters per line:*

NDR011PA	Foreign Disposal Approval Form
NDR012PA	NASA Form 811 - Determination for Classification of Property as Scrap/Salvage
NDR013PA	NASA Form 812 - Determination for Authorization to Abandon or Destroy Surplus Property
NDR023PA	Performance Measures
NDR027PA Property	Sales Slip, Sale of Government Personal

The following reports require Xerox printer overlay for the SF-120 form:*

NDR120PA Property	SF-120 Report of Excess Personal
NDR130PA	SF-120 Withdrawal/Correction

The following reports require pre-printed multi-part carbon forms and an impact printer set to print 6 lines per inch:*

NDR140PA	DD-1348-1A DRMO Issue Release/Receipt Document

NDR150PA	NASA 1638 NPDMS Idle Personal Property Pickup Authority

* Requires specialized printer.

14. APPENDIX I - DISPOSAL SCREENING

NPDMS cases undergo four types of screening categories:

- Installation Screening,
- NASA-Wide Screening,
- Other Federal Agency (OFA) Screening, and
- Surplus Donation Screening.

Single cases have one only record in the NPDMS Case File. There are screening date fields on each case record that indicate the current screening status for the case. These fields are the Installation Screening Begin and End Dates, the NASA-Wide Screening Begin and End Dates, the Other Federal Agency Screening Begin and End Dates, and the Surplus Donation Screening Begin and End Dates.

While component systems are considered cases, they may contain one or more records in the NPDMS Case File. The records are identified uniquely by the Property Case Number and Item ID combination. A component system is screened as a single unit. In other words, each active item in a component system will have the same screening time frames as every other item in the component system.

Default screening time frames for each of the four types of screening categories are established during the NSMS Batch Add process for Materials Inventory property that enter NPDMS from the NASA Supply Management System (NSMS) and during the On-line Add process that allows for the entry of all other types of property. These default screening time-frame values are set to alleviate the burden of having to manually enter the screening information each time cases are entered into NPDMS. They can be overridden, but GSA and the PDO should jointly agree to override the defaults for Other Federal Agency and Surplus Donation screening.

The default number of screening days for each of the four screening categories is maintained in NPDMS Table 155, the Screening Timeframe Default Table. Currently, one of four records in this table is accessed depending on the information recorded on the case record being added into NPDMS. The table record accessed contains the default number of screening days for each of the four screening categories listed above. This table is initially loaded by the Property Disposal Officer using the Add Table process of NPDMS (Option 3 on the Main Menu followed by selecting an Add to

Table 155). The default values in this table can be modified at any time by personnel with update authorization (as assigned by the NPDMS System Administrator) to the table.

NPDMS determines which table record is to be read by checking the types of information recorded. For property being added via the NSMS Batch Interface process, the data on the records in the NPDMS/NSMS Interface is checked. For all other cases, the user-entered data is examined. The checking and Table 155 record selection process occurs in the following manner:

- If a case is identified as ADPE reportable with an acquisition cost of $1,000,000 or more, and the case is not outdated (i.e., the date of manufacture is within nine years of the current date), the first record in the table is read (e.g., Installation and NASA-Wide screening time frame defaults = 10 days; OFA screening time frame default = 60 days, Surplus Donation screening time frame default = 21 days).

- If a case is identified as Exchange/Sale property that is not reportable ADPE greater than or equal to $1,000,000 and not outdated, the second record in the table is read (e.g., Installation and NASA-Wide screening timeframe defaults = 21 days; OFA screening timeframe default = 7 days, Surplus Donation screening timeframe default = 0 days).

- If a case is identified as Non Reportable ADPE Equipment and Supplies (FSC Group 70) less than $1,000,000 that is not Exchange/Sale property, the third record in the table is read (e.g., Installation and NASA-Wide screening time frame defaults = 21 days; OFA screening time frame default = 0 days, Surplus Donation screening time frame default = 21 days).

- All other reportable and non reportable cases that do not contain data that would put them into one of the three categories listed above will cause NPDMS to access the fourth record in Table 155 (e.g., 21 days for each of the four screening categories time frame defaults).

For reportable ADPE greater than or equal to $1,000,000 and not outdated, the default begin dates for Installation, NASA-Wide, and Other Federal Agency screening categories will be set to the date of the add into NPDMS. The default end dates for these screening time frames will be calculated by adding the number of days read from the first record in Table 155 to the default begin dates. The default begin date for the Surplus Donation screening category will be set to one day after the default end date of the Other Federal Agency screening category. The default end date for the Surplus Donation screening category will be calculated by adding the number of days read from

the first record in Table 155 to the Surplus Donation screening category default begin date.

For all other property, the default begin dates for Installation and NASA-Wide screening categories will be set to the date of the add into NPDMS. The default end dates for these screening time frames will be calculated by adding the number of days read from the appropriate record in Table 155 to the default begin dates. The default begin date of the Other Federal Agency screening category will be set to one day after the default end date of the NASA-Wide screening category. The default end date for Other Federal Agency screening category will be calculated by adding the number of days read from the appropriate record in Table 155 to the Other Federal Agency screening category default begin date. The default begin date for the Surplus Donation screening category will be set to one day after the default end date of the Other Federal Agency screening category. The default end date for the Surplus Donation screening category will be calculated by adding the number of days read from the appropriate record in Table 155 to the Surplus Donation screening category default begin date.

If it is necessary to override one or more of the default screening time frames for a particular case (GSA and the PDO should jointly agree to override the defaults for Other Federal Agency and Surplus Donation screening), this can be done at the time of the On-Line Add for non-NSMS cases.

For NSMS cases added during the batch process, there is no way for NPDMS users to override the screening default time frames during the time of the add. If such a modification is desired, it can be performed using the Change process.

All cases can have their screening time frames modified using the Change process. Screening time frames can also be modified when converting a component system item to a single case or when converting a single case to a component system item.

All GSA cases, except for reportable ADPE greater than $1,000,000 and not outdated, will be electronically reported to GSA when NASA-Wide Screening has completed.

Reportable ADPE greater than $1,000,000 and not outdated will be written to Report SF-120, Report of Excess Personal Property, which is mailed to GSA. Report SF-120 can be scheduled to run on a regular basis or on-request.

For all property, the Surplus Release date will be set to the Other Federal Agency End Date.