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| **NASA Langley Center Operations Directorate** |
| **To:** |

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| All Langley Personnel (civil servants and contractors) – **PLEASE READ** |

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| **Subject:** |

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| **Important Government Property Guidance in Support of Remote Work** |

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|  **Date/Time:**  |  3/16/2020 |
|  **Gov Property Tips:** | **All government-owned NASA property whether controlled on non-controlled must be on a Property Pass in order to move the property offsite in support of remote work.  An NF 892 Employee Property Pass Agreement and Removal Permit (attached) applies to both civil service and contractor employees and authorizes the employee/contractor to remove the equipment for a temporary period not to exceed 180-days for NASA employees and 30-days for contractor employees.** Important reminders: * End User Services Program Office (EUSO) assets are not considered government property, therefore they are not required to have a property pass. Please follow the OCIO guidance in order to move the EUSO property offsite.
* Removing government property from center requires an approved NF892. Please have this form available when leaving the center.

 If You require government property to support Telework:* Complete the electronic form NF892 that is available through the LELAS website <https://lelas.larc.nasa.gov/index.cfm>
* The request will electronically route to the applicable approvers.
* The NF892 must be approved by the Property Custodian and supervisor (or the Contracting Officer for contractor employees) prior to the removal of the equipment.
* Employees must keep a copy of the NF892 at all times.
* Examples of NASA equipment that require an NF892: Laptops, Monitors, Printers, Tablets, Speakers, and External hard drives, etc.

 NF892 Guidance:* Please use the following information to help expedite completing an NF892:
* (R) Is this a Blanket Loan?:  No
* (R) Length of Time for Loan: Civil Servants: 31 - 180 days; Contractors: 30 days
* (R) Removal Date: Enter Date to remove property from center
* (R) Return Date: Enter 04/30/2020 or 30 days from request date
* (R) Location where the property will be used: Enter remote work location address
* (R) Home Phone Number of Borrower: Enter off center accessible phone number
* (R) Official Purpose: Enter COVID-19
* (R) Reason why official use cannot be accomplished on-site during normal or extended hours: Enter COVID-19 remote work protocol
* Next: Select “ADD PROPERTY”

            NOTE: each item to be removed off center will need to be added* ECN/Property Number: If an ECN is not applicable, leave field blank and complete as noted below:
* (R) Item Name: Enter item description (e.g., monitor, keyboard, speakers, mouse, etc.)
* Manufacturer Name: Enter item manufacturer
* (R) Model No.: Enter model number, if unknown, enter N/A
* (R) Serial No.: Enter serial number; if unknown, enter N/A
* (R)Cost: Enter cost of item; if unknown, enter $1.00
* Next: Select “ADD PROPERTY”
* Repeat “ADD PROPERTY” for all items requested to be removed from the center.
* Next: Review and submit the request. if the electronic form is used, it will electronically route to the applicable approvers.
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| **Support** | If you need help with your property request:* Primary POC for Equipment related matters and NF 892 preparation is Jennifer Frost, Equipment Manager, 757-864-9950, Jennifer.l.frost@nasa.gov
* Secondary POC is Jennifer Lyon, Supply and Equipment Management Officer, 757-864-2560, Jennifer.m.lyon@nasa.gov
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| **This notice was sent by the NASA Langley Center Operations Directorate**  |