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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:**  |  12/11/2020 |
|  **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.

Ergonomic Property Pick Up InstructionsThe following furniture items have been authorized for removal from the Center for COVID-19 mandatory telework: Ergo Chairs, and VariDesks (that don’t require disassembly). The process for removing the personal property from the center is as follows:1.) The requester will submit a Property Loan request in [LELAS](https://lelas.larc.nasa.gov/index.cfm) (Langley Employee Loan Agreement System). This request must be approved by the requester’s organization. **When filling out the request, the requester should use the following format in the “Item Name” field to assist the Move Team in locating the property, e.g. *(Dsk Chair, Bldg 1195A, Rm 234A)*.** 2.) When the request is approved, Logistics will run a daily report and send it to the Move Team. The Move Team will contact the employee if any additional information is required.3.) The Move Team will pick up the property, tag it and move it to Building 1206. 4.) The Move Team will send an email to the requester with a date/time to come and pick up their property. Property should be picked up during the scheduled pick up time due to the limited storage space. If the property cannot be picked up at that time, the requester should contact the Move Team and schedule a different pick up time. ***(Please note:*** ***The requester and their organizations are responsible for following the current center access process to ensure the requester can gain access to the center on the scheduled pick up date. Please refer to the*** [***LaRC SOS***](https://larcsos.larc.nasa.gov/) ***homepage for more information regarding the center access process.)***5.) The requester and their organizations are responsible to ensure that the property returns to the center and that the property pass is closed out when normal operations resume. Prior to leaving home and driving to the center, please self-administer the [Daily COVID- 19 Checklist](https://larcsos.larc.nasa.gov/files/2020/07/RTOW_Checklist_final_060920.pdf). When arriving at Building 1206 to pick up property, please ensure COVID-19 guidelines are followed to include wearing face coverings and social distancing. Upon arrival, you are asked to remain in your car and park at the designated marked parking area in front of Building 1206. A mover will approach your vehicle with further instructions. Please use a vehicle large enough to transport the property. The Move Team will load the property in the vehicle. If the vehicle is not large enough, the Move Team will not load it. The Move Team will not dismantle any furniture and cannot make any modifications to vehicles (remove/reposition seats or trim pieces.) If you have questions about the process please contact Eric Cooper at 757-864-2091 or Jennifer Lyon at 757-864-2560. |
| **Support** | If you need help with your property request:* Primary POC for Equipment related matters and NF 892 preparation is Michael Martinez, Equipment Manager, 757-864-1633, michael.d.martinez@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**  |