



Ames Procedural Requirements

APR 4102.1

Effective Date: December 5, 2022

Expiration Date: March 5, 2026

COMPLIANCE IS MANDATORY

Subject: Supply and Materials Management

Responsible Office: Code JS / Logistics and Documentation Services Division

CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Baseline	-	12/5/2022	New directive.

TABLE OF CONTENTS

PREFACE

- P.1 Purpose
- P.2 Applicability
- P.3 Authority
- P.4 Applicable Documents and Forms
- P.5 Measurement/Verification
- P.6 Cancellation

CHAPTER 1 RESPONSIBILITIES

- 1.1 The Logistics and Documentation Services Division
- 1.2 Organization Directors
- 1.3 Division Chiefs
- 1.4 Program/Project Managers
- 1.5 The Procurement Office
- 1.6 Bench Stock Monitors and Shelf-Life Monitors

CHAPTER 2 INVENTORY MANAGEMENT

- 2.1 General
- 2.2 Inventory Classification
- 2.3 Other Stock Types (managed at the organization level)
- 2.4 Supply Management System
- 2.5 Inventory Storage Requirements
- 2.6 Supply Points
- 2.7 Shelf-Life Management

CHAPTER 3 PRECIOUS METALS

- 3.1 Types of Precious Metals
- 3.2 Precious Metals Requirements

CHAPTER 4 INVENTORY TRANSACTIONS

- 4.1 Issuing Stock
- 4.2 Stock Replenishment
- 4.3 Return to Stock
- 4.4 Adding Line Items to Center Inventory
- 4.5 Inventory Retention

CHAPTER 5 RECEIVING

- 5.1 Requirements

APPENDIX A. DEFINITIONS

APPENDIX B. ACRONYMS

PREFACE

P.1 PURPOSE

a. This directive establishes instructions and guidelines for a supply and materials management, which includes specific provisions for the identification, management, acquisition, inventory control, reporting, receiving and storage of stores, and program stock held at Ames Research Center (ARC).

P.2 APPLICABILITY

- a. This directive is applicable to ARC and associated facilities.
- b. This directive applies to contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denotes descriptive material.
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

- a. NPR 4100.1 NASA Supply Support and Material Management
- b. NPD 4200.1, Equipment Management
- c. NPR 4200.1, NASA Equipment Management Procedural Requirements
- d. NPR 4300.1, NASA Personal Property Disposal Procedural Requirements

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. ARC144 Request for Custodial Storage Form
- b. ARC904 Supply Point Form
- c. ARC45 Store Stock Issue and Turn-in Slip Form
- d. ARC76 Receiving, Acceptance, Test and Rejection Report Form
- e. DD2477 Shelf-Life Extension Notice Labels
- f. NF1517 Label Property NASA U.S. Government (large size)
- g. NF1517A Label Property NASA U.S. Government (small size)
- h. Bench Stock Form
- i. Precious Metals Form
- j. Request for New Stock Form
- k. Type I Label Form

P.5 MEASUREMENT/VERIFICATION

a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.

P.6 CANCELLATION

a. APD 4520.1, Receiving and Inspection Reports, dated August 2, 2017.

Eugene Tu
Director

DISTRIBUTION STATEMENT:

Internal and external distribution.

CHAPTER 1 RESPONSIBILITIES

1.1 The Logistics and Documentation Services Division shall:

- a. Manage all store, standby, and program stock including the receiving, inventory, and warehousing activity.
- b. Establish accountability for all NASA held supplies and materials.
- c. Place all materials under continuing control and identify and manage as stores stock, standby stock, or program stock.
- d. Promote economy in the acquisition, retention, and use of material, which includes achieving maximum use of existing materials resources. Promote the use of federal sources of supply to satisfy replenishments or new acquisitions to the stock supply system.
- e. Ensure materials acquired are for immediate use, for stock based on past usage history, for stock based on anticipated need and used only for official Government purposes that have recurring demand.
- f. Develop and maintain material master records using the agency provided supply system to manage, account, issue, stock, reorder, inventory, and to make approved adjustments to the inventory.
- g. Develop an annual inventory schedule that will provide for a quarterly review of 5% all stock within the Supply Management System (SMS). The inventory schedule shall be submitted to the Supply and Equipment Management Officer (SEMO) for approval at the beginning of each fiscal year and the inventory shall be followed in accordance with the approved schedule.
- h. Ensure auditable document files and records are maintained to support transactions against all inventory accounts.
- i. Ensure duties and responsibilities for maintaining accountable records and for physical custody of materials inventories shall be segregated to the extent possible to minimize opportunities for unauthorized, fraudulent, or irregular acts that could compromise the integrity of the Supply Management System.

1.2 **Organization Directors** shall ensure organization personnel follow the procedures and requirements listed in the chapters of this APR.

1.3 Division Chiefs shall:

- a. Assign at least one Bench Stock Monitor and at least one alternate Bench Stock Monitor.
- b. Submit any changes to the Bench Stock Monitor in writing to the Supply Officer.
- c. Assign a Shelf-Life Monitor and ensure the monitor has completed shelf-life training prior to submitting the assignment in writing to the Supply Officer.
- d. Submit a request in writing to the Supply Officer to add or delete a Reservationist.
- e. Provide a list in writing to the Supply Officer of all division personnel that are allowed to remove items that are in temporary storage.

1.4 Program/Project Managers shall:

- a. Submit the Precious Metals form to the SEMO for approval prior to purchasing a precious metal.
- b. Develop and submit a Precious Metal Access Control Plan to the SEMO prior to purchasing a precious metal.
- c. Conduct an annual inventory of all precious metals own by their corresponding program/project and provide the results in writing to the SEMO and the Supply Officer.
- d. Ensure that any stock that is assigned to a program/project that is inactive, meaning the program/project has concluded or yet to start, is turned over to Logistics for storage, if future use is required and justified, or for disposition if no future use is required.

1.5 The Procurement Office shall:

- a. Ensure all buyers request from vendors that all shelf-life items are accompanied by documentation and information necessary to establish shelf-life at the time of delivery.
- b. Follow the age on delivery requirements for shelf-life items incorporated in this APR.
- c. Provide the name of any contractor that per contract requirements is allowed to utilize the N255 Centralized Receiving in writing to the SEMO and the Supply Officer within 10 days of contract award.
- d. Ensure all items purchased are delivered to the N255 Centralized Receiving.
- e. Make sure all deliveries are accompanied by the required documentation mentioned in this APR.

1.6 Bench Stock Monitors and Shelf-Life Monitors shall perform the duties listed in sections 2.2.3 and 2.6.5.

CHAPTER 2 INVENTORY MANAGEMENT

2.1 General

2.1.1 The Logistics Division will be responsible for managing all store, standby, and program stock, including the receiving, inventory, and warehousing activity.

2.1.2 Materials and supplies shall be managed using the SMS as required by NPR 4100.1.

2.2 Inventory Classification

2.2.1 The following are the three types of stock that shall be tracked in SMS:

a. Store stock: Inventory repetitively procured, stored, and issued. Repetitive means the customer requirements for the Material, supplies, or equipment will be on a recurring basis.

(1) Store stock can be consumable (consumed in use), repairable (can be returned to a serviceable condition by replacing components), or equipment inventory.

(2) Examples include aircraft parts; electromechanical, electrical, and electronic (EEE) components; mechanical fasteners; furniture; test equipment; tools; and engines.

b. Program Stock - Material, supplies, and equipment purchased and designated for a specific aircraft, unmanned aerial vehicle, program, or project. NASA owns the Material; however, the inventory is stored until the customer requests the inventory be issued for its intended purpose. Can be consumable (consumed in use), repairable (can be returned to a serviceable condition by replacing components), or equipment inventory. Examples would be electrical, electronic, electro-mechanical components, ground support equipment, Flight Safety Critical Aircraft Parts (FSCAP), and Life Limited.

c. Standby Stock - Material, equipment, and supplies held for emergencies or critical missions where lack of stock on hand would delay an aircraft, program, project mission, or emergency response that might result in a safety incident; loss, damage, or destruction of Government property; danger to life; or substantial financial loss to the Government.

(1) Standby Stock is reviewed annually to ensure continued stocking is still required. Examples are personal protective equipment (goggles, apron, and gloves), spare aircraft engines, deicing salt, fire extinguishers, and clean room Material.

2.3 Other Stock Types (managed at the organization level)

2.3.1 Bench stock

2.3.1.1 Bench Stock is stock that originated from Logistics Supply Office, but the organizations require it to be in close proximity to the user to reduce the user's need to constantly requisition repetitively required items.

2.3.1.2 Bench stock supplies or materials are considered low cost, repetitively used, consumption type supplies, and repair parts established at or near points of consumption/use to ensure continuous and uninterrupted operations. Bench stocks are generally restricted to maintenance, repair, test or fabrication type activities.

2.3.1.3 The establishment of bench stock will be approved and managed in accordance with the process listed in NPR 4100.1.

2.3.1.4 Bench stock quantities shall not exceed a 60-day supply unless the SEMO approves a temporary increase to a line item threshold in accordance with NPR 4100.1.

2.3.1.5 An organization that needs to establish bench stock shall:

- a. Submit Bench Stock Form to the SEMO for approval.
- b. Assign a Bench Stock Monitor and alternate monitor by submitting their names in writing to the Supply Officer along with a copy of the approved Bench Stock Form. The memo for assigning a Bench Stock Monitor and an alternate monitor can be found on the Logistics Website and is titled “Bench Stock Monitor Assignment.”

2.3.1.6 The monitor shall, at a minimum:

- a. Recommend Bench Stock additions and deletion items.
- b. Track, issue, control access to, and order replenishment of Bench Stock.
- c. Create controls to ensure only authorized users are issued items from the Bench Stocks.
- d. Manage Bench Stocks within designated usage thresholds.
- e. Submit requests to temporarily exceed the threshold for approval to the SEMO.

2.3.1.7 Submit in writing to the Supply Officer when a new Bench Stock Monitor and/or alternate monitor will be assigned. The memo for assigning a new Bench Stock Monitor and alternate monitor can be found on the Logistics Website and is titled “Bench Stock Monitor Change.”

2.3.1.8 Ensure bench stock areas are properly maintained and monitored to ensure controls of the assets and to avoid waste.

2.3.2 Shop Stock

2.3.2.1 Organizations are allowed to maintain shop stock. Shop stock are materials and supplies that are purchased and kept by the organization to be used for day-to-day operations.

2.3.2.2 Items determined to be operating stock are not required to be tracked in SMS.

2.4 Supply Management System

2.4.1 The NASA prescribed Supply Management System (SMS) will be the only system used by ARC to manage all materials in storage or in transit as required by NPR 4100.1.

2.5 Inventory Storage Requirements

2.5.1 All store, standby, and program inventories will be stored in a secured Logistics managed warehouse.

2.5.2 Only Logistics personnel approved by the SEMO will have access to the storage locations.

2.6 Supply Points

2.6.1 A supply point is any facility or area, regardless of location, that normally functions as a point at which Material is held and subsequently issued or otherwise made available for use or consumption, including warehouses, stockrooms, bonded storage, self-service facilities, shop stores, cribs, bench stocks, and sales stores.

2.6.2 Supply points are controlled and managed by Logistics personnel.

2.6.3 Are typically established when an organization has stock that requires management, but the requirements of the main Logistics Warehouse are not fit for their stock.

2.6.4 Organizations that require a supply point shall submit form ARC904 to the Supply Officer for approval.

2.7 Shelf-Life Management

2.7.1 All personnel responsible for procuring materials and supplies shall:

a. Ensure, whenever practicable in accordance with NPR 4100.1, procurement documents and contracts contain the requirement for manufacturers and suppliers to mark the unit or container with the month and year of manufacture, shelf-life period, production, and batch number, on all shelf-life items procured from other than government sources of supply (commercial).

b. Ensure that any purchase of shelf-life material meets the age on delivery requirements from the date of manufacture shown in Table A:

Table A: Shelf-Life Age on Delivery

Shelf-Life Period	Maximum Age on Delivery
25 months or more	6 months
19 - 24 months	4 months
13 - 18 months	3 months
7 - 12 months	2 months
6 months or less	1 month

2.7.2 Shelf-life of Type I and Type II items (defined in NPR 4100.1) stored in a Logistics managed warehouse will be managed using SMS and follow the guidance provided in NPR 4100.1

2.7.3 Type I Shelf-life Items

2.7.3.1 Type I shelf-life items are items that have a definite, non-extendable storage life and are unusable after the shelf-life date expires

2.7.3.2 Type I material stored in Logistics managed warehouses shall be disposed of through the Property Disposal Office.

2.7.3.3 Stockpiling of Type I items with an expired shelf life is not authorized.

2.7.3.4 Type I items stored in a Logistics managed warehouse will be properly labeled with the expiration date and stored in a manner where the date is visible.

2.7.3.5 Logistics shall use the Type I Label form to label Type I items.

2.7.4 Type II Shelf-life Items

2.7.4.1 Items classified as Type II have an extendable shelf life and may be tested to determine if the product is still usable for its intended purpose.

2.7.4.2 In accordance with NPR 4100.1, inspection criteria do not apply if the shelf-life item has a line-item inventory value of \$500 or less or if the cost of inspection and testing is significant in relation to the

value of the item. The owning organization is responsible for all cost associated with extending the shelf-life of a Type II item, including items stored in a Logistics managed warehouse.

2.7.4.3 Type II items that have reached their ultimate expiration date and for which shelf-life can no longer be extended shall be disposed of through disposal.

2.7.4.4 Type II items stored in a Logistics managed warehouse will be properly labeled at the time first put in storage and upon reinspection and testing. Items shall be stored in a manner where the label is visible.

2.7.4.5 Logistics shall use form DD2477 for labeling Type II items.

2.7.5 Organization Managed Shelf-life Items:

2.7.5.1 All Organizations that hold items that have a Type I or Type II shelf-life that are not being stored in a Logistics managed warehouse shall:

- a. Create and manage a Shelf-Life Management Log.
- b. Record all items that have a shelf-life in the Shelf-Life Management Log.

Note: Organizations can also use the Shelf-Life Log provided by Logistics which can be found on the Logistics Website.

2.7.5.2 The Shelf-Life Management Log will at a minimum include the following information:

- a. Item Name
- b. b. National Stock Number (NSN)
- c. c. Quantity on hand
- d. d. Manufacturing Date
- e. e. Expiration Date
- f. f. Shelf-Life Classification
- g. For Type II items:
 - (1) The date shelf-life was extended
 - (2) The next date shelf-life can be reinspected for extension
 - (3) Authority used to extend shelf-life such as Material Quality Control Storage Standards (MQCSS), Quality Status List (QSL), Other
 - (4) Inspected by
 - (5) Date of final disposition

2.7.5.3 Organizations shall designate a Shelf-Life Monitor and an alternate monitor in writing to the Supply Officer using the Shelf-Life Monitor Memo found on the Logistics website.

2.7.5.4 The Shelf-Life Monitor shall:

- a. Get access to DoD Shelf-life Management Program via Account Management and Provisioning System (AMPS).

b. Take shelf-life management training provided by DoD and provide a copy of the course certificate to their corresponding division chief to submit to the Supply Officer.

Note: The training course LOG 0360 (The DoD Shelf-Life Program) is provided via Defense Acquisition University. Contact the Supply Officer with questions about how to access.

- c. Review and update the Shelf-Life Management Log monthly.
- d. Store shelf-life items in a manner to ensure the oldest stock on hand is easily accessible and issued first, using the First in First out (FIFO) process.
- e. Ensure that Type I and Type II items are stored separately.
- f. Label all Type I and Type II items' packaging with labels that state the item's expiration date.
- g. Label Type I Items using the Type I Label form. Template for the label can be found on the Logistics Website.
- h. Label Type II items using DD2477. Template for the label can be found on the Logistics Website.
- i. Make sure that all Type I and Type II items are stored in a manner where the label can be easily seen.
- j. Update the labels when a Type II item's shelf-life is extended using DD2477.
- k. Maintain records of all inspections and tests done on Type II items for which information was not available in Shelf-Life Extension System (SLES).
- l. Process the items for disposition in accordance with Center policy when they have reached their final expiration date.

2.7.5.5 Type I items that have reached their expiration date shall be disposed of immediately following the Center's process for disposal. The Shelf-Life Management Log should be annotated with the date of disposal.

2.7.5.6 Type II items that can no longer be extended shall be disposed of immediately by following ARC's process for disposal and noting the date of disposal on the Shelf-Life Management Log.

2.7.5.7 Organizations can use the SLES from DoD to extend shelf-life material. Information regarding SLES and DoD's Shelf-Life Management Program is found on [DoD Shelf-Life Program \(dla.mil\)](http://dla.mil).

2.7.5.8 If the item is not found in SLES and no extension records are found, then the organization will be financially responsible for providing the necessary inspections to extend the shelf-life of an item.

CHAPTER 3 PRECIOUS METALS

3.1 Types of Precious Metals

3.1.1 Precious metals are:

- a. Silver.
- b. Rhodium.
- c. Gold.
- d. Ruthenium.
- e. Platinum.
- f. Iridium.
- g. Palladium.
- h. Osmium.
- i. Rhenium

3.1.2 Precious metal alloys are one or more precious metals combined with other materials to form an alloyed material or substance in any shape or form for fabrication, testing, or other research purposes.

3.1.3 Precious metal end items are those in any shape or form, consisting solely of one or more precious metals or precious metal alloys that have been shaped or fabricated for research, testing, or use as an entity.

3.2 Precious Metals Requirements

3.2.1 Prior to purchasing a precious metal, the program/project that is requesting to purchase a precious metal is required to submit Precious Metals Form to the SEMO for approval.

3.2.2 Precious metals shall not be procured without authorization from the SEMO and the senior project/program manager.

3.2.3 Precious metals can only be procured for a specific program/project or other work activity.

3.2.4 The Precious Metals Form will not be approved unless a specific program/project or work activity is identified.

3.2.5 Along with the Precious Metals form the program/project shall submit a Precious Metals Access Control Plan that identifies:

3.2.6 The location of the secured storage area where the precious metals will be stored.

3.2.7 How the program/project will provide access control to the storage area.

3.2.8 The process for documenting access to the control storage area. All documentation must include the weight of precious metals to the nearest troy ounce.

3.2.9 Programs/projects that have precious metals shall:

- a. Follow the control measures that are in their program/project's Precious Metals Access Control Plan.

- b. Keep inventory of precious metals purchased for their program/project.
- c. Conduct annual physical inventories of the metals and report the results in writing to the SEMO and Supply Officer no later than 30 days after completing the inventory.
 - (1) The individual or individuals conducting the inventory cannot be the person that has custody of the metals or the person that is responsible for controlling inventory records.
 - (2) Annual inventory should commence at the beginning of the fiscal year, October 1st and be completed by September 30th of the same fiscal year.
- d. Report and record any discrepancies with the inventory in accordance with NPR4100.1.
- e. Dispose of precious metals by following the process specified in NPR 4300.1 and providing disposal records to the SEMO and Supply Officer no more than 5 days after disposing of the metals.

CHAPTER 4 INVENTORY TRANSACTIONS

4.1 Issuing Stock

4.1.1 Stock issues will only be issued to the Reservationist identified by the officials that requested the items be put in storage. A Reservationist is the individual, civil servant or contractor, appointed by a Division Chief to make stock reservations or stock request against the stock stored in a Logistics managed warehouse. Reservationist are only allowed to make reservations against stock owned by the Division Chief that appointed them.

4.1.2 Requests to add or delete Reservationist shall be submitted via the Reservationist Memo to the Supply Officer for approval. The memo can be found on the Logistics website.

4.1.3 All request for stock issues will be submitted by an approved reservationist using the Online Supply Catalog and Reservations (OSCAR) system. All ARC personnel have access to view or search through the online supply catalog, but only approved personnel can requisition stock through OSCAR.

4.1.4 Stock reservations against Center inventory shall include valid funding information for the ordering organization in the comments field in the reservation cart. Center inventory is store and standby stock that is procured in advance by Logistics Division for reimbursement when items are requested by an organization.

4.1.5 Reservations against Center inventory shall not be accepted without valid funding information to support the requisition.

4.1.6 Program stock shall be issued at no cost to the customer because the program has already inherited the cost for the asset.

4.1.7 Store stock and standby stock that belong to a specific organization will be issued at no cost because the organization has already paid for the stock.

4.1.8 The Reservationist shall specify delivery or pickup instructions in the unloading point field in the reservation cart so Logistics can prepare for delivery or stage for pickup.

4.1.9 Processed requisitions for stock supply may be picked up at the issue counter, located in N255 Centralized Receiving, if no delivery instructions are specified for the stock reservation.

4.2 Stock Replenishment

4.2.1 The Supply Officer shall establish review points for all stock held and apply a formula that provides at least 92-percent assurance out-of-stock conditions shall not occur.

4.2.2 A safety stock level shall be included as an integral element of the formula to provide added assurance against out-of-stock conditions. The safety stock level is a predetermined quantity, based on Economic Order Quantity (EOQ) months of supply, which is in addition to normal replenishment lead time and operating level requirements.

4.2.3 All materials and supplies in the SMS shall have a reordering point.

4.2.4 Organizations can request for Logistics to replenish store, standby, and program stock stored in a Logistics managed warehouse. If the organization requests for Logistics to replenish stock, the organization shall:

a. Work with the Supply Officer to establish a reordering point in accordance with NPR 4100.1.

b. On an annual basis provide in writing to the Supply Officer the funding information to be used for stock replenishment.

c. For standby stock, the owning organization division chief provides a written certification that replenishment is needed. A blanket replenishment certification can be provided to the SEMO with authority not exceeding two years.

4.2.5 If a blank replenishment certification is not provided, then the Supply Officer will request certification from the owning organization chief or equivalent once stock levels have reached the reordering point.

4.2.6 Purchases will not be made unless certification is provided in writing to the Supply Officer.

4.2.7 For program stock, the program/project manager shall provide in writing authority and funding to replenish stock. The program/project manager can delegate in writing authority to replenish stock to the SEMO.

4.2.8 Organizations can also replenish stock at their own discretion. Organizations that will replenish their own stock shall:

a. Coordinate with Logistics to establish a reordering point. Logistics will contact the organization when their stock levels have reached the ordering point.

b. Notify Logistics and provide the Purchase Order (PO) number used to purchase the stock replenishment.

c. Ensure that the vendor provides manufacturing dates for all items.

d. Ensure that the vendor provides all required documentation for inspection such as certificates of conformance.

e. Ensure that items that have a shelf-life are marked with the corresponding expiration date.

4.3 Return to Stock

4.3.1 Customers may return Center inventory items to Logistics for credit within 60 days from the date of issue as long as the item is an active stock supply item and not expired.

4.3.2 Returns to stock shall include the original reservation number and the funding information used to requisition the stock asset.

4.3.3 Items returned after the 30-day time frame will be accepted for return to stock but shall not be credited to the provided funding information. Therefore, assets should not be held for extended periods of time if there are intentions to return to stock because the associated funds may no longer be available for crediting purposes.

4.3.4 Organizations that have stock assets, that have been held for longer than 30 days, and are no longer an active record in the stock supply system, shall coordinate the disposal of such assets through the Property Disposal Office and submit required documentation to record the turn-in and disposal of the asset.

4.4 Adding Line Items to Center Inventory

4.4.1 Organizations that require additions of assets to the Center inventory shall provide justifications for stocking.

4.4.2 Requests to add new stock assets to Center inventory shall require the requesting organization to complete and submit Request for New Stock Asset form to the Supply Officer.

4.4.3 The Supply Officer will review the information provided and determine if the line items have sufficient demands or anticipated future demands to warrant stockage.

4.4.4 If the Supply Officer finds that there is enough demand, then the form shall be sent to the SEMO for approval.

4.4.5 Organizations requesting additions to the Center Inventory shall:

- a. Make the determination if this item is a Sustainable Acquisition (Buy Green) item.
- b. If there is a Buy Green requirement for an item, determine the specific “Buy Green” technical requirements (e.g., 50% recycled content, 30% bio-based, energy efficient) and research and identify the green product prior to the submittal of the Request for New Stock Asset. Buy Green product information can be obtained via the General Services Administration (GSA) website at [Buy Green Products | GSA](#).
- c. Provide the below information on form with sufficient rationale for stocking:
 - (1) Requestor’s information
 - (2) Justification for stocking
 - (3) Item description
 - (4) Manufacturer’s part number
 - (5) Estimated annual usage
 - (6) Recommended inventory levels
 - (7) Price
 - (8) Shelf-life type, if applicable
 - (9) Safety and/or Affirmative procurement requirements for stocking of green products to satisfy material requirements
 - (10) Supporting documentation requirements Safety Data Sheet (SDS) and Certificate of Conformances.

4.5 Inventory Retention

4.5.1 All items in storage in a Logistics managed warehouse will be reviewed for retention in accordance with the retention schedule list on NPR 4100.1.

4.5.2 The inventory retention analysis shall provide the data necessary to determine the economical retention limit or stocking criteria for the items held. This review is required to validate existing stock held and to determine if the disposition of assets that have no firm mission required is warranted. The results of the review shall be reported to the SEMO and dispositions shall be approved by the SEMO prior to removal from the stock supply system.

4.5.3 For store stock items, the Supply Officer will conduct an annual review and will provide a list of items with no demand in last 12 months to the SEMO. The SEMO will decide if items should remain in storage in accordance with NPR 4100.1.

4.5.4 For program stock items, every two years the Supply Officer will provide a list of items in storage to the owning organization director, as required by NPR 4100.1 section 4.6. The organization director shall provide a justification to retain items in storage, specifically if the program/project has launched or is cancelled. Items that belong to a program/project that has launched or is cancelled will not be kept in storage unless a future program/project use is identified.

4.5.5 For standby stock items, every two years the Supply Officer will provide a list of items in storage to the owning Division Chief or equivalent. The owning Division Chief shall provide justification for retaining the items in storage, and it should state the purpose for which contingency items are being held and that the items need to be available immediately to meet emergencies.

4.5.6 Fees for retaining inventory

4.5.6.1 Items classified as program stock or standby stock can remain in storage for up to two years without encountering fees. If retention is required after two years SEMO can levy storage fees in accordance with NPR 4100.1 section 4.6.

4.5.6.2 Items classified as store stock can remain in storage for up to 1 year without encountering fees. After 1 year if storage is still needed and justified, SEMO can levy storage fees as stated in NPR 4100.1 section 4.6.

4.5.6.3 If fees are applicable then the Supply Office will inform the owning organization or program promptly with the corresponding fee for an additional year of storage and accessed on a yearly basis.

4.5.6.4 Fees will be calculated using the Institutional Shared Pool (ISP) rate for storage multiplied by the amount of square feet each organization or program is utilizing. That amount is then multiplied by the number of months the items will remain in storage. The number of months will not exceed 12 months, however if additional storage is needed beyond the 12 month period and justification is provided and approved, a new fee using the same formula will be calculated and provided to the owning organization or program.

4.5.7 Temporary Storage

4.5.7.1 Occasionally an organization will require temporary storage of items. Temporary storage is defined as material, supplies, and equipment, such as seasonal items and items for a planned work or job order stored until they are needed.

4.5.7.2 Temporary storage will not exceed 1 year. The SEMO is authorized to approve retention beyond 1 year and to charge for storage if after 1 year the material has not been utilized for its intended purpose by the owning organization.

4.5.7.3 Items identified as needing temporary storage not exceeding 6 months will not require tracking in SMS.

4.5.7.4 To request temporary storage, the organization shall submit ARC144.

4.5.7.5 The owning organization Division Chief or equivalent shall provide a list of those that are allowed to withdraw items from storage. Only individuals identified by the Division Chief or equivalent will be allowed to withdraw the items from storage.

4.5.7.6 Temporary storage does not allow for withdrawing and restoring of items. It is a one-time storage process and a one-time withdraw.

4.5.7.7 If additional storage is required, then the organization must:

- a. Submit a new ARC144 to add more items to storage
- b. Request an extension in writing with the SEMO if the organization needs to increase their time in storage

CHAPTER 5 RECEIVING

5.1 Requirements

5.1.1 All products and services purchased, leased, or resulting from a trade-in by ARC Acquisition Office and by Government purchase card holders shall be processed through the N255 Central Receiving Office in accordance with NPR 4200.1, with the exception of those that have been approved for direct delivery by the Supply and Equipment Management Officer.

5.1.2 Contractors, performing on-site, shall ensure that contractor-acquired property is properly received at their assigned facility, reported, and managed in accordance with their property management system and/or contract provisions.

5.1.3 Upon delivery to the Central Receiving Office the Receiving Clerk shall inspect the products, verify, and document receipt of all items listed in the purchase order in accordance with NPR 4100.1 section 6.1. Items that required special testing or receiving instructions inspection will be coordinated with the recipient.

5.1.4 Personal Property items at are delivered to Central Receiving and meet NASA's control criteria shall be affixed with an Equipment Control Number (ECN) decal; non-controlled Personal Property items (other than office furniture) shall be affixed with a "Property of U.S. Government" sticker (NASA Form 1517 or 1517A) at Central Receiving.

5.1.5 For contractor purchased items, only contracts that have a clause for utilization of receiving facilities will be allowed to use Centralized Receiving. The Contracting Officer of the corresponding contract shall notify the SEMO and the Supply Officer within 10 days of contract award if the contractor has been authorized to use the Centralized Receiving.

5.1.6 Documentation requirements for items shipped to Centralized Receiving.

5.1.6.1 At a minimum the procuring officer or buying agent shall ensure that the following information and documentations are incorporated with each shipment:

- a. Certificate of Conformance
- b. Shelf-life information
- c. Purchase Order (PO) number or Purchase Card Order log number used to procure the item(s)
- d. Name of the recipient
- e. Identify if opening the box would void warranty

5.1.6.2 Logistics Receiving personnel will contact the recipient within 2 days to arrange pick-up or delivery of items.

5.1.6.3 For items ordered via a PO, the recipient will be provided with an ARC76 form that will need to be filled and return to Logistics within 2 days. Forms should be sent to arc-dl-logistics-receiving@mail.nasa.gov.

APPENDIX A. DEFINITIONS

Acceptance	An acknowledgement by an authorized Government official that goods received, and services rendered conform to the contract requirements. Acceptance also applies to partial deliveries.
Bench Stock	A stock of low cost, repetitively used, consumption type supplies, and repair parts, established at or near points of consumption/use to ensure continuous and uninterrupted operations. Bench stocks are generally restricted to maintenance, repair, and fabrication activities.
Determination of Items to be Cataloged	All items of material inventory with repetitive use are subject to be federally cataloged in accordance with the Federal Cataloging System (FCS). The term "repetitive" shall be construed to mean continual or recurring requirements for an item of supply encompassing three or more demands on a supply system within a 180-day period of time.
Economic Order Quantity	The amount of an item to buy that fulfills the EOQ Principle. The EOQ is expressed in months of supply and is derived from an EOQ table.
Personal Property	Property of any kind or any interest therein, except real property, acquired by NASA including property in transit in Government conveyances or common carriers; storage for stock or disposal; undergoing maintenance, repair, modification, or service test; and acquired by donations or any other method.
Program (Project) Stock	Material supplies or equipment acquired for a specific aircraft, program, or project. NASA owns the Material; however, Logistics is storing the inventory until the using organization requests the Material, supplies, or equipment be issued for its intended purpose.
Shelf-Life Item	Any item possessing deteriorative or changeable characteristics so a storage period must be assigned to that item to assure the item shall perform satisfactorily upon issuance.
Shop Stock	Materials and supplies that are kept by the organization to be used for day-to-day operations.
Standby Stock	Material held to support emergencies.
Stores Stock	Material being held in inventory by the Center, which is repetitively procured, stored, and issued on the basis of recurring demand.
Supply and Equipment Management Officer (SEMO)	Principal official appointed by the Center Director for functional administration of supply and equipment management.
Supply Management System	An agency system that provides NASA with integrated business processes and facilitates the replenishment, receipt, reservation, and issuance of NASA's material stock, providing a means to manage inventory and maintain master data records.

Supply Officer	NASA Civil Servant designated by the SEMO to provide management of supply operations at a Center.
Supply Point	Any facility or area, regardless of location, that normally functions as a point at which Material is held and subsequently issued or otherwise made available for use or consumption, including warehouses, stockrooms, bonded storage, self-service facilities, shop stores, cribs, bench stocks, and sales stores.
Temporary Storage	Material, supplies, and equipment, such as seasonal items and items for a planned work or job order, stored until they are actually needed. Temporary storage will not exceed 1 year. SEMOs are authorized to approve retention beyond 1 year and to charge for storage if after 1 year the Material has not been utilized for its intended purpose by the owning organization.

APPENDIX B. ACRONYMS

AMPS	Account Management and Provisioning System
APR	Ames Procedural Requirement
ARC	Ames Research Center
DoD	Department of Defense
EEE	Electromechanical, Electrical, and Electronic
FIFO	First In First Out
FSCAP	Flight Safety Critical Aircraft Parts
MQCSS	Material Quality Control Storage Standards
NSN	National Stock Number
OSCAR	Online Supply Catalog and Reservations System
PO	Purchase Order
QSL	Quality Status List
SEMO	Supply and Equipment Management Officer
SLES	Shelf-Life Extension System
SMS	Supply Management System