

 National Aeronautics and Space Administration			<h1>Request for Blank Forms and Publications</h1>			<b>CODE 279 USE ONLY</b>
TO: Goddard Space Flight Center (279) Supply Branch 1. SHIP TO (Only if different than information at right)	2. REQUESTER		3. LOCATION (HQ, ARC, etc.)			<b>ORDER NUMBER</b>
ATTN:	4. OFFICE ID	5. BUILDING		6. ROOM		<b>DATE ENTERED</b>
	7. TELEPHONE	8. ORDER DATE	9. WBS (Fund Information)			
<b>FORM NUMBER &amp; PREFIX / PUBLICATION ITEM NUMBER / TITLE</b> a.		<b>STOCK NUMBER</b> b.		<b>QUANTITY ORDERED</b> c.	<b>UNIT OF ISSUE</b> d.	

NASA FORM 2 JUL 06 PREVIOUS EDITIONS ARE OBSOLETE.

## INSTRUCTIONS FOR COMPLETING NF 2

The NF 2 is for use by all elements of NASA in ordering supplies of blank forms and publications. An index of NASA and NASA Headquarters forms is available at: [https://extranet.hq.nasa.gov/nef/user/form\\_search.cfm](https://extranet.hq.nasa.gov/nef/user/form_search.cfm). GSFC forms information can be found on the Goddard Directives Management System at: <http://gdms.gsfc.nasa.gov> or by using the Stores Stock Catalog at: <http://supply.gsfc.nasa.gov>.

This form should be completed using the electronic version. If you must prepare this form by hand, use a ball point pen and print entries legibly.

Instructions for completing your request:

**ITEMS 1 through 8:** Complete Item 1 if the materials you are requesting need to be delivered to a destination other than the location identified in Item 3. Requested items will be marked for the attention of the requester and office id identified in Items 2 and 4. If the attention line is different or should include other information, add this information in Item 1. All other Items are self explanatory.

**ITEM 9:** Blank forms and publications are generally no cost items; however, a valid Work Breakdown Structure (WBS) is required for processing purposes.

- **WHEN ORDERING FORMS:**

- **Column A:** Enter the correct Form Number with alphabetical prefix (for example, NF, NHQ, DD, SF, etc.) or Title of Form.

- **WHEN ORDERING PUBLICATIONS:**

- **Column A:** Enter the correct Item Number or Title of Publication.

**Column B:** Enter the appropriate stock number (if known). Stock numbers are available in the Stores Stock Catalog at: <http://supply.gsfc.nasa.gov>.

**Columns C and D:** Item quantities must be ordered in relation to the item's unit of issue. Unit of issue information is available in the Stores Stock Catalog. Most form and publication items have a unit of issue of each. Thus an order quantity of 50, for example, means that 50 hard copies of the item will be shipped. Other units of issues include package (PG), set (SE), box (BX), and hundred (HD). If you have questions regarding units of issue, contact the GSFC Supply Branch at (301) 286-2761 for assistance.

**SUBMIT COMPLETED FORMS TO:**  
**NASA GODDARD SPACE FLIGHT CENTER**  
**MAIL CODE 279, SUPPLY BRANCH**  
**GREENBELT MD 20771**

**OR, FAX YOUR REQUEST TO (301) 286-0348**