



National
Aeronautics and
Space
Administration

Found On Station (FOS) Equipment Investigation

Note. - See Instructions on reverse. Please type or print clearly.

NAME AND TITLE OF INDIVIDUAL POSSESSING EQUIPMENT			OFFICE/MAIL CODE	DOCUMENT NO.*
ITEM NAME			MODEL	FSC
MANUFACTURER AND YEAR MANUFACTURED			SERIAL NO.	EQUIP. CONTROL NO.*
ACQUISITION COST**	LOCATION OF EQUIPMENT			DATE FOUND
	BLDG	ROOM	OTHER	
PROPERTY CUSTODIAN (Name and signature)			OFFICE/MAIL CODE	ACCOUNT CODE
				DATE SIGNED

PART I - INVESTIGATION AND STATEMENT OF CIRCUMSTANCES

1. SOURCE OF EQUIPMENT FOUND (Check and complete where applicable)

PURCHASED
 LEASED
 GOVERNMENT TRANSFER
 GOVERNMENT EXCESS
 CONTRACTOR EXCESS
 OTHER _____

FROM _____
 (Name of Contractor, Vendor, Government Agency) (City and State) (Date Received)

AUTHORITY: _____
 (Contract/P.O. No. or Other) (Requester) (Org Code)

METHOD OF DELIVERY:
 CONTRACTOR/VENDOR TO USER
 RECEIVING DOCK TO USER
 CONTRACTOR INSTALLED

MOTOR FREIGHT CARRIER _____ TO USER

HAND CARRIED BY _____ OTHER _____

FABRICATED BY _____
 (Shop or Technician) (Work Order No.)

 (Requester) (Org. Code)

2. EXPLANATIONS (Use to explain why item was not controlled upon receipt, delivered through receiving, etc. Continue on separate sheet, if necessary)

3. INVESTIGATION AND FINDINGS BY (Name and signature)	4. OFFICE/MAIL CODE	5. DATE
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PART II - ACTIONS

1. USER DIVISION/DIRECTORATE REVIEW

a. RECOMMENDATION TO PREVENT RECURRENCE

b. TYPED OR PRINTED NAME AND TITLE

c. SIGNATURE

d. DATE

*Leave blank: Will be assigned by Equipment Management. ** Enter best estimate if cost unknown.

PART II - ACTIONS (Cont.)

2. EQUIPMENT MANAGEMENT REPRESENTATIVE REVIEW

a. RECOMMENDATIONS

b. TYPED OR PRINTED NAME

c. SIGNATURE

d. DATE

3. SUPPLY AND EQUIPMENT MANAGEMENT OFFICER REVIEW

a. INVESTIGATION AND RECOMMENDATIONS

b. TYPED OR PRINTED NAME

c. SIGNATURE

d. DATE

GENERAL INFORMATION

All capital equipment, with an acquisition cost of \$1,000 or more, or sensitive items with an acquisition cost of \$500 or more must be recorded in the NASA Equipment Management System (NEMS) and NASA financial records, and physically identified (tagged) with a NEMS control number.

In coordination with the cognizant property custodian, it is the responsibility of an individual possessing untagged equipment that appears to meet the criteria for control to ensure (1) prompt preparation and submittal of a Found on Station (FOS) Equipment Investigation; and (2) immediate notification to Equipment Management in order to facilitate prompt tagging of the equipment.

INSTRUCTIONS

Document No. -- A transaction number assigned by the NASA Equipment Management System (NEMS) for maintaining accountability of the controlled equipment item.

Part I -- Investigation and Statement of Circumstances. -- To be completed by the individual possessing equipment, that individual's property custodian, or other individual responsible for investigating the circumstances that allowed the

control equipment item to bypass physical identification, and property and financial control.

Note: An example of "other" source may be a "loan-in," which requires the application of a "load-in" identification tag.

Part II -- Action. -- Self-explanatory. However, Equipment Management representative may wish to obtain concurrence of individual(s) involved, and so annotate concurrence as part of his or her review.