



National
Aeronautics and
Space
Administration

Property Survey Report

SURVEY REPORT NUMBER

VOUCHER NUMBER

I - BASIC DATA (To be completed by individual user last having possession of equipment or property)

1. USER NAME/TITLE		2.ORG/MAIL CODE/INSTALLATION	
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3. E-MAIL ADDRESS	3A. TELEPHONE	3B. FAX	4. DATE OF DISCOVERY
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5. IDENTIFICATION OF EQUIPMENT OR PROPERTY (ITEMS)

a. NEMS TAG EQUIPMENT CONTROL NO./ NATIONAL STOCK NUMBER	b. FULL DESCRIPTION <i>(Model number, serial number. Attach NF 1602 for equipment items.)</i>	c. QTY	d. VALUE <i>(As shown on NF 1602), or ESTIMATED, ACQUISITION DOCUMENT</i>

6. EQUIPMENT OR PROPERTY LISTED WAS (Check appropriate box(s))

LOST
 DAMAGED
 DESTROYED
 BELIEVED STOLEN
 DATE SECURITY NOTIFIED: _____

7. STATEMENT OF CIRCUMSTANCES: Give a detailed explanation of the circumstances about the missing property. Including, but not limited to, the following: If custody of the item was with another party; The name(s) of the individual(s) who had access to the item; What security and control procedures were in-place to control the item; An explanation of the search conducted to date; The details of inquiries made in an attempt to locate the item; and Who saw the item last, and when. (Continue on separate sheets if necessary.)

8. USER SIGNATURE	9. DATE OF REPORT (Within 30 days of discovery)
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II - REVIEW DATA (To be completed by the Division Director or equivalent/Chief of person identified in Block 8 above)

1. ACTION RECOMMENDED TO PREVENT RECURRENCE OF INCIDENT ALSO STATE ANY CORRECTIVE ACTIONS THAT ARE TO BE IMPLEMENTED. (Continue on seperate sheets if necessary.)

2. NAME/TITLE	ORG/MAIL CODE	TELEPHONE NO	3. SIGNATURE	4. DATE
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