



# Employee Property Pass/Loan Agreement and Removal Permit

(For use of this form, see Para 1.1.9.1, NPR 4200.1)

THIS FORM APPLIES TO NASA EQUIPMENT IN THE CUSTODY OF NASA EMPLOYEES OR (ON SITE) CONTRACTOR EMPLOYEES PERFORMING OFFICIAL DUTIES OFF-SITE (TELEWORK OR TRAVEL). THIS AGREEMENT CONSISTENT WITH THE CONDITIONS SET FORTH HEREIN AUTHORIZES THE EMPLOYEE/CONTRACTOR TO REMOVE THE EQUIPMENT DESCRIBED BELOW TO THE LOCATION CITED FOR THE OFFICIAL PURPOSE OR PROJECT STATED AND FOR A TEMPORARY PERIOD NOT TO EXCEED 180 DAYS. SUBJECT EQUIPMENT WILL BE RETURNED AT THE CONCLUSION OF SUBJECT LOAN PERIOD OR PROJECT, OR IMMEDIATELY AT THE DISCRETION OF NASA UPON NOTICE TO THE EMPLOYEE.

1. EMPLOYEE NAME (Last, First M.I.)		2. ORGANIZATION		3. CUSTODIAL ACCOUNT NUMBER		4. OFFICE PHONE NUMBER	
5. PERIOD OF PASS/LOAN <input type="checkbox"/> 30 DAYS OR LESS <input type="checkbox"/> 31-180 DAYS		6. REMOVAL DATE		7. RETURN DATE		8. CONTRACT NUMBER	

9. PURPOSE AND LOCATION OF THE PASS/LOAN: (Indicate the reason why official use cannot be accomplished on site during normal or extended hours, and the location where the equipment will be used)

**10. EQUIPMENT DESCRIPTION (If more space is needed, please continue on NF 892A.)**

a. ITEM #	b. ECN	c. ITEM DESCRIPTION	d. MODEL	e. SERIAL NUMBER

**CONDITION:** THE EMPLOYEE ASSUMES FULL RESPONSIBILITY FOR THE ACCOUNTABILITY, CARE, SAFEGUARD, AND USE OF THE NASA EQUIPMENT AND SHALL NOT PERMIT ITS USE FOR OTHER THAN THE PURPOSE OF THIS LOAN. THE EMPLOYEE MAY BE SUBJECT TO DISCIPLINARY ACTION AND/OR PECUNIARY LIABILITY FOR ANY LOSS, DAMAGE, OR DESTRUCTION OF THE NASA EQUIPMENT RESULTING FROM THE EMPLOYEE'S NEGLIGENCE, MISUSE, DISHONESTY, OR WANTON AND WILLFUL MISCONDUCT.

**11. EMPLOYEE ACCEPTANCE**

I REQUEST, ACCEPT, AND ASSUME COMPLETE RESPONSIBILITY FOR THE EQUIPMENT LISTED ABOVE AND I CERTIFY THAT IT WILL BE USED TO CONDUCT OFFICIAL NASA BUSINESS. I ALSO CERTIFY THAT THIS PASS/LOAN IS REQUESTED FOR THE MINIMUM TIME REQUIRED TO COMPLETE THE SPECIFIED PURPOSE OR PROJECT. THE USE AND THE TIMELY RETURN OF THE ABOVE LISTED EQUIPMENT WILL COMPLY WITH ALL STIPULATIONS CONTAINED IN THIS LOAN AGREEMENT.

EMPLOYEE SIGNATURE	DATE
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**12. NAME AND SIGNATURE OF APPROVING OFFICIALS**

a. PROPERTY CUSTODIAN	SIGNATURE	DATE
b. DIVISION CHIEF OR CONTRACTING OFFICER (If contractor employee)	SIGNATURE	DATE
c. SEMO (For loans exceeding 30 days)	SIGNATURE	DATE

**13. RECEIPT FOR RETURN OF PROPERTY**

SIGNATURE OF PROPERTY CUSTODIAN	DATE
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## Instructions for Completing the Employee Property Pass/Loan Agreement and Removal Permit

1. Enter the name of the employee receiving the equipment.
2. Enter the name of the organization to which the employee belongs.
3. Enter the custodial account number to which the equipment belongs.
4. Enter the employee's work phone number.
5. Select the required period of the loan. The center Supply and Equipment Management Officer's (SEMO) approval is required for loans over 30 days.
6. Enter the actual removal date.
7. Enter the actual or approximate return date.
8. Enter the contract number if contractor employee.
9. Employee making the request enters a justification for the loan, and includes the location where the equipment will be utilized.
10. Equipment Description
  - a. Enter the item number, in sequence, for each item requested. Use the NF 892A Continuation Sheet, if necessary.
  - b. Enter the Equipment Control Number (ECN).
  - c. Enter the Item description.
  - d. Enter the Model number of the item.
  - e. Enter the Serial number of the item.Enter "Last Item" on the row immediately following the last entry in block 10.
11. Employee signs and dates.
12. Name and signature of approving officials.
  - a. The Property Custodian signs and dates this block acknowledging that the property will be removed from NASA, and ensures that the status of the equipment is properly updated in NASA Property (N-PROP).
  - b. The Division Chief or Contracting Officer if contractor employee, signs and dates this block certifying the validity of the loan.
  - c. The Center SEMO approves the request for employee passes/loans exceeding 30 days and monitors compliance with specified return date.
13. The Property Custodian signs and dates this block acknowledging the condition and return of the equipment, and ensures that the equipment status is properly updated in N-PROP.

Enter the page number and the total number of pages in the loan agreement at the top of the form.