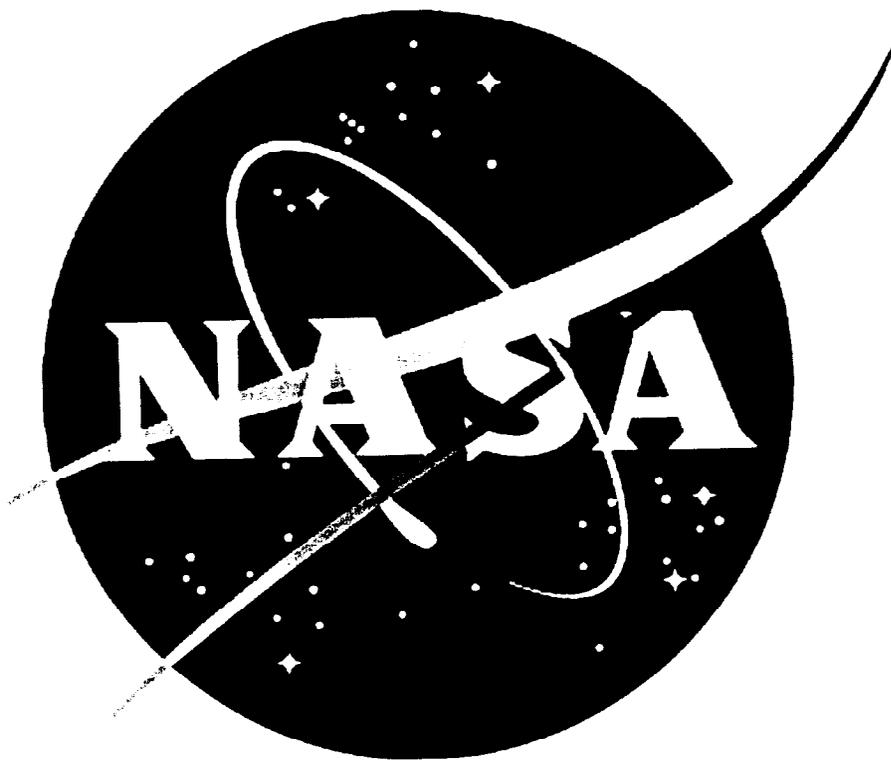


**NASA Langley Research  
Center**



**Stevenson-Wydler Act  
Information Package**

# STEVENSON-WYDLER ACT

## Eligible Organizations

Under the NASA Stevenson-Wydler Act program, all educational institutions (public, private, or parochial) that intend to use the NASA excess research equipment for the conduct of technical and scientific education and research activities are generally eligible including prekindergarten through 12<sup>th</sup> grade schools and higher education universities and colleges. Currently, NASA's Stevenson-Wydler Act program does not include any nonprofit institutions that are not educational institutions.

## General Priority Criteria

Based on EO 12999, NASA attempts to give preference to schools located in Federal enterprise communities and empowerment zones established in the Omnibus Reconciliation Act of 1993, Pub. L 103-66. NASA partnership schools or others that have a formal prior relationship with NASA may receive preference. Additionally, NASA attempts to provide unique, one-of-a-kind property to the appropriate educational institution level that would appear to derive the most benefit from the property. However, in most cases, after NASA and other Federal agencies requirements are honored, any remaining NASA excess research equipment is generally transferred on a first-come first-served basis for screeners of educational institutions.

## Required Documentation

Heads of educational organizations, such as school districts or individual schools, are to provide to the NASA Property Disposal Officer (PDO) a letter on official letterhead paper requesting permission to participate in the NASA Stevenson-Wydler Act program. This letter should indicate if the school is in a Federal enterprise community or empowerment zone. The school letter will designate officials to sign the transfer order and school employees to screen and remove the property from NASA generating sites.

NASA will respond, notifying the educational organization of acceptance or rejection, screening methods, and instructions on how to properly prepare and process the necessary transfer documents. Once approved by any single NASA PDO, an eligible nonprofit educational organization becomes eligible for NASA excess research equipment Nationwide.

The nonprofit educational organization acquiring NASA excess research equipment is responsible for completing Standard Form 122, Transfer Order, provided by NASA, signing the certification not to hold the Government liable, and indicating that the acquired NASA research equipment will be used for one of the three authorized uses for the conduct of (1) technical or (2) scientific education, or (3) research activities.

The Standard Form 122 may be obtained from the local NASA PDO or from the GSA free "Forms Service" Internet site at <http://www.gsa.gov/forms>. Affixed to each of the disposal organization's file copy of the completed Standard Form 122 will be a "Certification Statement" containing the signature of the appropriate official from the eligible activity acknowledging the following certification that will appear on each separate transfer:

"My organization hereby releases and agrees to hold harmless the Federal Government, NASA, or persons acting on behalf of NASA from any and all liability of every kind and nature whatsoever (in accordance with State law) resulting from the receipt, shipping, operation, handling, use, and maintenance of the property after said property is physically removed from the NASA facility."

"I hereby certify that the property is being obtained by an  educational institution or  nonprofit organization and will be placed into use at the organization for the conduct of  technical or  scientific education  or research activities."

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Standard Form 122 Transfer Order No.

\_\_\_\_\_  
Printed Name of Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date

The local NASA PDO will sign the Standard Form 122 and approve the transfer to the eligible activity after NASA and Federal requirements are completed. Requests for transfer by NASA activities or other Federal agencies take precedence over transfers to eligible activities under the Stevenson-Wydler Innovation Act.

Each educational organization acquiring NASA excess research equipment is responsible for property removal in a timely manner and not to exceed 14 calendar days. NASA will not normally act as a shipper. The transfer of title to the research equipment is accomplished at no cost to the acquiring activity. However, the acquiring activity is responsible for any packing, shipping, or transportation costs associated with the transfer.

### **Transfer of NASA Excess Research Equipment**

NASA Langley Research Center (LaRC) has defined research equipment as property classified within the following Federal Supply Groups (FSG) appropriate for mathematics and science education.

| <u>FSG</u> | <u>Description</u>   |
|------------|--|
| 43         | Pumps and Compressors  |
| 48         | Valves   |
| 58         | Communication, Detection, and Coherent Radiation Equipment   |
| 59         | Electrical and Electronic Equipment Components   |
| 65         | Medical, Dental, and Veterinary Equipment and Supplies   |
| 66         | Instruments and Laboratory Equipment   |
| 67         | Photographic Equipment   |
| *70        | General Purpose Automatic Data Processing Equipment<br>(Computers) and Software, Supplies, and Support Equipment |

\*Eligible schools and educational nonprofits can also receive excess federal computer equipment by registering on the Computers for Learning web site at [www.computers.fed.gov](http://www.computers.fed.gov).

A listing of NASA LaRC excess property can be found on the Internet at the following World Wide Web address:

<http://lmo.larc.nasa.gov/idleprop/lmdidle.html>

or screeners may visit the LaRC Excess Property Warehouse to select and remove eligible property. Contact the NASA LaRC PDO at area code 757-864-3570 for additional information or the Disposal Supervisor at area code 757-864-8307 to schedule an appointment to screen the excess property warehouse.

There are no guarantees or returns of equipment. NASA LaRC cannot render assistance on the operation or installation of the equipment or furnish repair estimates. All equipment is transferred in its current condition.

The following condition codes are assigned by the user and may be estimates.

## DISPOSAL CONDITION CODE DEFINITIONS

| Condition Code | Brief Definition | Expanded Definition   |
|----------------|------------------|---|
| 1              | Excellent        | Property which is in new condition or unused condition and can be used immediately without modifications or repairs.              |
| 4              | Usable           | Property which shows some wear, but can be used without significant repair.   |
| 7              | Repairable       | Property which is unusable in its current condition but can be economically repaired.   |
| X              | Salvage          | Property which has value in excess of its basic material content but repair or rehabilitation is impractical and/or uneconomical. |
| S              | Scrap            | Property which has no value except for its basic material content.  |

**THIS LETTER MUST BE ON YOUR OFFICIAL SCHOOL LETTERHEAD**

**LETTER OF AUTHORIZATION**

Date

NASA Langley Research Center  
Attn: MS 381/Property Disposal Office  
Hampton, VA 23681-0001

Subject: Permission to Screen Excess Research Property

I would like to request permission for a representative from the \_\_\_\_\_ (School District/Educational Institution) to screen NASA Langley Research Center's excess property warehouse for the purpose of obtaining excess research property in accordance with the Stevenson-Wydler Technology Innovation Act. The following representatives are authorized to perform screenings and removal of property:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

The authorized official's signature for all Standard Form 122 requests for the issuance of property to our school district/educational institution will be that of:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Our school district/educational institution qualifies according to the following criteria. (This is an optional entry. If it is pertinent to your particular school district/educational institution, indicate by circling the appropriate category.)

1. Economically depressed area
2. Federally funded research project
3. Educationally depressed
4. Math/Science/Technology Magnet School
5. Community college with technical emphasis
6. Partnership school with NASA Langley Research Center
7. Federal Enterprise Community or Empowerment Zone

Our address is as follows:

Name:  
Address:  
City, State, Zip Code:  
Telephone No.:  
Fax No.:

**INSTRUCTIONS FOR COMPLETING SF 122,  
TRANSFER ORDER EXCESS PERSONAL PROPERTY**

- Block 1 - NASA will complete
- Block 2 - Date
- Block 3 - General Services Administration, Region 3  
Wanamaker Building  
100 Penn Square East  
Philadelphia, PA 19107
- Block 4 - Name and address of the educational institution requesting the property
- Block 5 - NASA Langley Research Center  
4 South Marvin Road, MS 381  
Hampton, VA 23681-0001
- Block 6 - Not applicable
- Block 7 - NASA Langley Research Center  
Bldg. 1240, Excess Property Warehouse  
Hampton, VA 23681-0001
- Block 8 - Name and telephone number of screener or person  
authorized to remove property
- Block 9 - Educational Institution's Authorized Official's Signature, Date, and Title
- Block 10 - Not Applicable
- Block 11 - Not Applicable
- Block 12 - Not Applicable
- Block 13 - (a) PCN 803301-  
(b) - (g) - NASA will complete
- Block 14 - NASA will complete

STANDARD FORM 122  
 JUNE 1974  
 GENERAL SERVICES  
 ADMINISTRATION  
 FPMR (41 CFR) 101-32.306  
 FPMR (41 CFR) 101-43.315

**TRANSFER ORDER  
 EXCESS PERSONAL PROPERTY**

1. ORDER NO.

2. DATE

3. TO: **General Services Administration\* Region 3**  
 Wanamaker Building  
 100 Penn Square East  
 Philadelphia, PA 19107

4. ORDERING AGENCY (Full name and address)\*

5. HOLDING AGENCY (Name and address)\*  
 NASA Langley Research Center  
 4 South Marvin Road, Mail Stop 381  
 Hampton, VA 23681-0001

6. SHIP TO (Consignee and destination)\*

N/A

7. LOCATION OF PROPERTY  
 NASA Langley Research Center  
 Bldg. 1240, Excess Property Warehouse  
 Hampton, VA 23681-0001

8. SHIPPING INSTRUCTIONS\* Screener's Name & Telephone  
 No. or Person Authorized to Remove Property

9. ORDERING AGENCY APPROVAL

10. APPROPRIATION SYMBOL AND TITLE  
 N/A

a. SIGNATURE

b. DATE

c. TITLE

11. ALLOTMENT

N/A

12. GOVERNMENT B/L NO.

N/A

**13. PROPERTY ORDERED**

| GSA AND<br>HOLDING<br>AGENCY NOS.<br>(a) | ITEM<br>NO.<br>(b) | DESCRIPTION<br>(Include noun name FSC Group and Class, Condition code and,<br>if available, National Stock Number)<br>(c) | UNIT<br>(d) | QUANTITY<br>(e) | ACQUISITION COST |              |
|--|--------------------|---|-------------|-----------------|------------------|--------------|
|  |                    |   |             |                 | UNIT<br>(f)      | TOTAL<br>(g) |
| PCN 803301-                              |                    | See Attached Listing  |             |                 |                  |              |

14. GSA  
 APPROVAL

a. SIGNATURE

b. TITLE

Property Disposal Officer

c. DATE

|                           |                     |       |  |     |           |                |
|---------------------------|---------------------|-------|--|-----|-----------|----------------|
| FOR<br>GSA<br>USE<br>ONLY | AGENCY AND LOCATION |       |  | FSC | CONDITION | SOURCE<br>CODE |
|                           | AGENCY              | STATE |  |     |           |                |

\*Include ZIP Code

