

<https://ness.nasa.gov/contractor>

## **NESS for Contractors - Contracts**

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#### **Purpose**

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Contractors will no longer be submitting the NF1018 PDF form. Instead, contractors will log into NESS (NASA Form 1018 Electronic Submission System) for Contractors to input property data directly into the application. Use this procedure to request contract access or view a listing of your contracts in NESS for Contractors.

### **Trigger**

Perform this procedure to obtain access to contracts or view contract information in NESS for Contractors.

### **Prerequisites**

- A role in NESS for Contractors is required:
  - o Guest accounts must be created for contractors without NASA identities. If you have not received your guest account credentials via email, please contact your Industrial Property Officer (IPO), who will create your guest account and/or re-send your credentials.
  - o However, contractors with full NASA identities do not require guest accounts.
    - Full NASA identities must submit a NAMS request for the IT Asset "NF1018 Electronic Submission System (NESS)," requesting the role NESS Contractor.
    - If you are unable to access <https://nams.nasa.gov> to submit a NAMS request, please contact your Industrial Property Officer (IPO), who will submit a request on your behalf.
- If you are not assigned to any contracts, your screen will be blank. You must request access to specific contracts to view their data. If you can already see the data you require, you have been proactively assigned to the contract, and you do not have to request access.

### **Menu Path**

Use the following menu path to begin this task:

- <https://ness.nasa.gov/contractor> → Contracts Summary

## Helpful Hints

- Contract data is view only. The **R/O/C** column in the field description table typically indicates whether the field is a process **R**equirement, **O**ptional, or **C**onditional.

## Procedure

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1. Start the task from the NESS for Contractors home page at <https://ness.nasa.gov/contractor>.



Property Submissions is displayed by default.

**NESS - NASA Form 1018 Electronic Submission System**



Double click a row

Property Submissions

Contractor	Contract #	Cage Code	Installation	Fiscal Y
Univ Pennsylvania	NNX13AL27G	7G665	GRC	2017
Univ Pennsylvania	NNX13AL27G	7G665	GRC	2016
TRINNOVIM, LLC	NNG15PX05C	6DJG4	GSFC	2016
TRINNOVIM, LLC	NNG15PX05C	6DJG4	GSFC	2015
Univ Pennsylvania	NNX13AL27G	7G665	GRC	2015
Univ Pennsylvania	NNX13AL27G	7G665	GRC	2014

2. Click the **Contracts Summary** header link to display the *Contract Summary* screen.

NESS - NASA Form 1018 Electronic Submission System



**Contract Summary**

Contract Requests    Contracts

+    x

Contract #	Requested On	Approval Status
None Defined		

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3.

Perform one of the following:

<b>If You Need To</b>	<b>Then</b>
-----------------------	-------------

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Request access to a contract

Proceed to next [Step 4](#)

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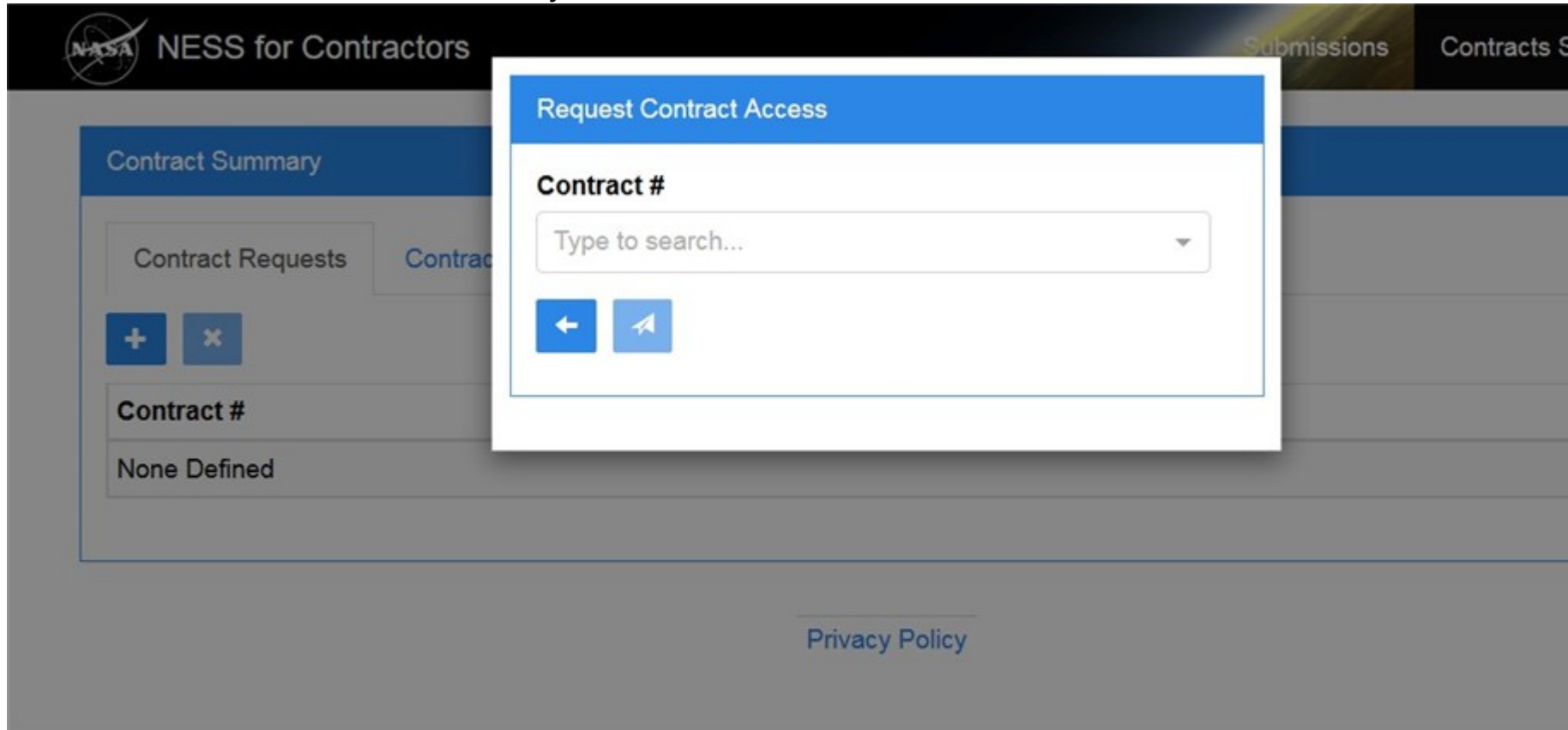
Display accessible contracts

Skip to [Step 9](#)

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4. To request access to a contract, click the Add button  on the Contract Requests tab. The *Request Contract Access* screen will display.

#### NESS - NASA Form 1018 Electronic Submission System



5. In the Contract # field, begin typing the contract number. Applicable search results will appear in the drop down menu.



Use vertical scroll as necessary to view all search results.



Be sure not to select a contract you already have access to. If you need to view a list of contracts you have access to, see [Step 9](#).

### NESS - NASA Form 1018 Electronic Submission System

The screenshot shows the 'Request Contract Access' modal window. The modal title is 'Request Contract Access'. Below the title is a 'Contract #' field with a dropdown menu. The dropdown menu is open, showing a list of contract numbers and their corresponding contractor names. The list items are:

- NNM
- NNM06AA75C - SOUTHWEST RESEARCH INSTITUTE
- NNM07AA01C - LOCKHEED MARTIN CORPORATION (DBA): LOCKHEED MARTIN
- NNM07AA75C - ATK LAUNCH SYSTEMS INC. (DBA): ATK LAUNCH SYSTEMS
- NNM07AB03C - THE BOEING COMPANY (DBA): BOEING

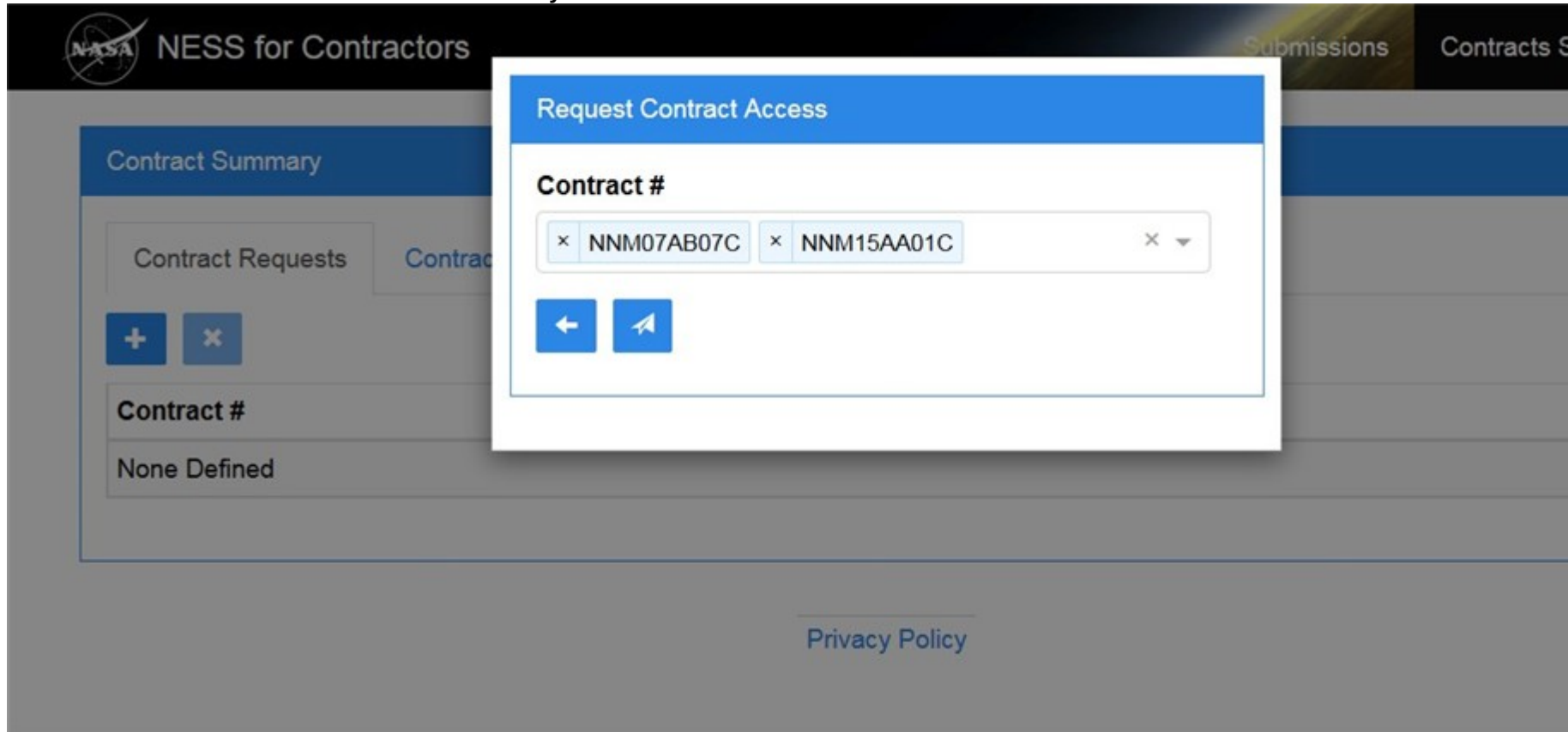
The background shows the 'Contract Summary' section with a 'Contract #' field currently set to 'None Defined'. There are also buttons for '+', 'x', and a 'Privacy Policy' link at the bottom.

6. Select search results to add to the Contract # field. Click the up arrow ▲ to collapse the drop down menu when complete.



More than one contract number can be added to the request.

NESS - NASA Form 1018 Electronic Submission System



7. After selecting the appropriate contract(s), click the Submit button . Requests are displayed on the Contract Requests tab.

NESS - NASA Form 1018 Electronic Submission System



Contract Summary

Contract Requests

Contracts



Contract #	Requested On	Approval Status
NNM07AB07C	8/17/2017 5:23:22 PM	Pending
NNM15AA01C	8/17/2017 5:23:22 PM	Pending

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8. To cancel a request, first highlight the row to remove.

NESS - NASA Form 1018 Electronic Submission System





Contract Summary

Contract Requests

Contracts



Contract #	Requested On	Approval Status
NNM07AB07C	8/17/2017 5:23:22 PM	Pending
NNM15AA01C	8/17/2017 5:23:22 PM	Pending

[Privacy Policy](#)

8.1. Click the Remove button



NASA NESS for Contractors

Submissions Contracts S

Contract Summary

Contract Requests Contract

+ ×

Contract #	Requested On	Approval Status
NNM07AB07C	8/17/2017 5:23:22 PM	Pending
NNM15AA01C	8/17/2017 5:23:22 PM	Pending

Privacy Policy

Confirm Action

Are you sure you want to remove this request?

← ✓

8.2. Then click the Okay button  to confirm the request removal.

NESS - NASA Form 1018 Electronic Submission System



Contract Summary

Contract Requests

[Contracts](#)



Contract #	Requested On	Approval Status
NNM07AB07C	8/17/2017 5:23:22 PM	Pending

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9. Click the Contracts tab [Contracts](#) to view a list of contracts you have access to.

NESS - NASA Form 1018 Electronic Submission System



Contract Summary

Contract Requests

Contracts



Contract #	Cage Code	Installation	Status	Type	POP Start	POP E
NNX13AL27G	7G665	GRC	ACTIVE	Grant	6/9/2013	6/8/20
NNG15PX05C	6DJG4	GSFC	ACTIVE	Cost Plus Award Fee	2/28/2015	2/28/2

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10. To view additional details about a contract, first highlight the row to view.

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Contract Summary

Contract Requests

Contracts



Contract #	Cage Code	Installation	Status	Type	POP Start	POP E
NNX13AL27G	7G665	GRC	ACTIVE	Grant	6/9/2013	6/8/20
NNG15PX05C	6DJG4	GSFC	ACTIVE	Cost Plus Award Fee	2/28/2015	2/28/2

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11. Then click the View button . The Summary tab displays by default.



Review the read-only Summary tab fields using field definitions on next [Step 12](#) as a guide.

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Contract

Contract



Contract

NNX1

NNG1

### Contract

Summary

Contacts

#### Contract #

NNX13AL27G

#### Installation

GRC

#### Cage Code

7G665 - Univ Pennsylvania

#### POP Start

06/09/2013

#### POP End

06/08/2018

#### Capitalization Threshold

\$100,000

#### Status

ACTIVE

#### Type

Grant

#### Property Admin Org

ONR - CHICAGO REGIONAL OFFICE

- Commercial
- IAGP
- Contractor's Proposed Property Plans Approved



**12.**

As required, complete/review the following fields:

**Field**  
**R/O/C**  
**Description**

Contract #

Conditional  
The Contract Number.

**Example:**  
NNX13AL27G

Installation

Conditional  
The NASA installation.

**Example:**  
GRC

Cage Code

Conditional  
The Commercial and Government Entity (CAGE) code.

**Example:**  
7G665 - Univ Pennsylvania

POP Start

Conditional  
The Period of Performance (POP) start date.

**Example:**

06/09/2013

POP End

Conditional  
The Period of Performance (POP) end date.

**Example:**

06/08/2018

Capitalization Threshold

Conditional  
Threshold for determining capital property.

**Example:**

\$100,000

Status

Conditional  
The status of the contract.

**Example:**

ACTIVE

Type

Conditional  
The type of contract.

**Example:**



Grant

Property Admin Org

Conditional  
The property administration organization.

**Example:**

ONR - CHICAGO REGIONAL OFFICE



Flags include:

- Commercial
- IAGP (Installation Accountable Government Property)
- Contractor's Proposed Property Plans Approved

**NESS - NASA Form 1018 Electronic Submission System**



**13.**As required, click the Contacts tab **Contacts** to review contacts for the contract.



Use horizontal and vertical scroll as necessary.

**NESS - NASA Form 1018 Electronic Submission System**

## Contract

Summary

Contacts


First Name	Last Name	Role	Phone	Extension	Email	City
NEAL	[REDACTED]	Contractor Property Manager	(240) [REDACTED]		[REDACTED].com	GREENBELT
ROBERT	[REDACTED]	Contracting Officer Tech Rep	(301) [REDACTED]		Robert [REDACTED]@nasa.gov	GREENBELT
DYRON	[REDACTED]	Property Administrator	301 [REDACTED]		dyron [REDACTED]@nasa.gov	Greenbelt
DYRON	[REDACTED]	NASA Center Property Admin	301 [REDACTED]		dyron [REDACTED]@nasa.gov	Greenbelt
Denise	[REDACTED]	Contract Specialist	301 [REDACTED]		denise [REDACTED]@nasa.gov	
NESS	ESSTSTM	Contractor Property Manager	2568347213		test.account@invalid.nasa	test

14. Click the Cancel button  to return to the Contracts tab.

NESS - NASA Form 1018 Electronic Submission System


**Contract Summary**


[Contract Requests](#) [Contracts](#)



Contract #	Cage Code	Installation	Status	Type	POP Start	POP E
NNX13AL27G	7G665	GRC	ACTIVE	Grant	6/9/2013	6/8/20
NNG15PX05C	6DJG4	GSFC	ACTIVE	Cost Plus Award Fee	2/28/2015	2/28/2

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15. Click the NESS for Contractors link  to return to the home page.

 <b>NASA Property in the Custody of Contractors</b> <small>(NFS Subpart 1845.71)</small>	RECEIVED BY <input type="checkbox"/> 30 SEP (9999) <input type="checkbox"/> ON _____ (mm/yy) <input type="checkbox"/> FINAL (mm/yy)	Form Approved O.A.B. No. 2700-0017 Expires: 04/30/2019		
	<small>(See instructions before completing this form.)</small>			
1. TO: (Enter name and address for use if)		2. FROM: (Enter name and address of contractor)		
a. AGENCY CHIEF FINANCIAL OFFICER (FINANCE)		b. PROPERTY ADMINISTRATOR		
3. CONTRACT NO.				
PROPERTY CLASSIFICATION ACCOUNTS	a. BALANCE BEGINNING OF PERIOD (1) Acquisition Cost (in dollars)	b. ADDITIONS (in dollars) (1) Government - Furnished (2) Acquired	c. COLLECTIONS (in dollars) (1) Acquisition Cost (in dollars)	d. BALANCE END OF PERIOD (1) Acquisition Cost (in dollars)
1. LUMP UNDER \$100,000 & OVER				
2. BULK UNDER \$100,000 & OVER				
3. OTHER PROCESSES & FACILITIES UNDER \$100,000 & OVER				
4. LEASED OR LOANED UNDER \$100,000 & OVER				
5. CONSTRUCTION IN PROGRESS (ANY VALUE)				
6. EQUIPMENT UNDER \$100,000 & OVER				
7. SPECIAL TEST EQUIPMENT UNDER \$100,000 & OVER				
8. SPECIAL TOOLING UNDER \$100,000 & OVER				
9. OTHER (DESCRIBE IN ITEM 21) UNDER \$100,000 & OVER				
10. MATERIAL (ANY VALUE)				
11. CONTRACT WORK IN PROCESS (ANY VALUE)				
12. TOTALS	\$0.00	\$0.00	\$0.00	\$0.00
13. DESCRIPTION OF AGENCY PECULIAR PROPERTY AND ANY ASSETS DESTINED FOR PERMANENT OPERATION IN SPACE UNDER FABRICATION:				
14. CONTRACTOR REPRESENTATIVE: This report was prepared under NASA requirements from records maintained under FAR 48.5 and AFSS 1845.5				
a. NAME (Last, First, Middle Initial)		c. DATE		15. PROPERTY SYSTEM a. APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO b. SYSTEM ANALYSIS (1) DATE: _____ (2) <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY
b. SIGNATURE		d. TELEPHONE		
16. GOVERNMENT PROPERTY ADMINISTRATOR a. NAME (Last, First, Middle Initial)		b. SIGNATURE		

NASA Form 1018 06/16 (2.1)

PREVIOUS EDITIONS ARE OBSOLETE.

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CONTRACT NUMBER					
20. TYPE OF DELETION	(1) EQUIPMENT (Item c.8)	(2) SPECIAL TEST EQUIPMENT (Item c.10)	(3) SPECIAL TOOLING (Item c.11)	(4) AGENCY PECULIAR (Item c.12)	(5) TOTAL
a. LOST, THEFT, DAMAGED, OR DESTROYED UNDER \$100,000 \$100,000 & OVER					\$0.00
b. TRANSFERRED IN FULL TO FOLLOW ON CONTRACT AT THE SAME LOCATION AND COMPANY UNDER \$100,000 \$100,000 & OVER					\$0.00
c. TRANSFERRED TO COORDINANT NASA CENTER ACCOUNTABILITY UNDER \$100,000 \$100,000 & OVER					\$0.00
d. TRANSFERRED TO ANOTHER GOVERNMENT AGENCY UNDER \$100,000 \$100,000 & OVER					\$0.00
e. PURCHASED AT COST RETURNED FOR CREDIT UNDER \$100,000 \$100,000 & OVER					\$0.00
f. DISPOSED OF THROUGH PLANT CLEARANCE PROCESS UNDER \$100,000 \$100,000 & OVER					\$0.00
g. OTHER (DESCRIBE IN ITEM 21) UNDER \$100,000 \$100,000 & OVER					\$0.00
h. TOTAL: UNDER \$100,000 \$100,000 & OVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21. COMMENTS:					

NASA Form 1018 06/16 (2.1)

PREVIOUS EDITIONS ARE OBSOLETE.

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**REPORTING INSTRUCTIONS FOR NF-1018**

**GENERAL:** This report provides financial data, as of September 30, on Government furnished and contracts acquired property to which NASA has title. Contractors shall report all NASA-owned property received, acquired or deleted during the reporting period for which they are accountable, in US dollars, regardless of location. Negative amounts are required. Refer to Contract FAFS Supplemental (NF) Support 1845 7101 for further information. Contractors shall submit a separate report for each contract with a Financial Report of NASA Property in the custody of Contractor Cause. Include all property in the possession of subcontractors. Lease items may be obtained from the Cognizant Government property administrator or the report may be submitted through the NASA Form 1018 Electronic Submission System (NESS).

If the report is submitted through NESS, no paper copies need be submitted. Otherwise, contractors shall submit the original report directly to the Center Deputy Chief Financial Officer (DFCO) and one copy to the cognizant Government property administrator to be received no later than October 15 of each year. The property administrator shall sign and indicate system status. For delegated contracts, the DFO property administrator shall forward two copies to the NASA Center Industrial Property Officer (CIPO) within ten (10) working days after receipt. If errors are discovered on the NF 1018 after submission, the contractor shall contact the Cognizant Cause FPO and discuss correction action. If it is determined that a corrected NF 1018 is required, the contractor shall make the same distribution as the original report submission.

The following items shall not be reported: (a) items routinely reportable but furnished to the contractor for repair and return to NASA, unless accountable has been transferred to the contractor; (b) agency-peculiar property being fabricated under firm fixed price contracts and subcontracts which do not provide for progress payments (see NF 1845 7101-10), and (c) Center property made available pursuant to the Installation Accountable Government Property clause of NF 1845 245-71.

**REPORT AS OF SEP \_\_\_\_\_** Check the box on the front of the form and fill in the appropriate year (yyyy) if this is an interim report.

**FINAL REPORT DATE \_\_\_\_\_** Check the box on the front of the form and fill in the appropriate date (mm/dd/yyyy) if this is a final report. A final report shall be submitted within 30 days after disposition of all property subject to reporting, if the contract performance period is complete.

**ITEM 1 - TO:** Enter the name and address of the cognizant (a) NASA Center Deputy Chief Financial Officer (DFCO) for delegated DCO property administered (for non-delegated contracts, (b) to the NASA Industrial Property Office).

**ITEM 2 - FROM:** Enter the full name and address of the reporting contractor with the Division name stated after the Corporate name.

**ITEM 3 - CONTRACT NO:** Enter the complete prefix and serial number under which the NASA property is accountable.

**ITEMS 4 - 14 - PROPERTY CLASSIFICATION ACCOUNTS:** Enter in the appropriate columns (a) through (n) amounts for each classification of property as defined in the Federal Acquisition Regulation (FAR), Support 45.5 and NF 1845 7101-1. The amounts entered for Item 4, CONSTRUCTION IN PROGRESS, shall be the incurred cost for work in process for the construction of Dhableng, Other Structures and Facilities, and Leasehold Improvements to which NASA has title; construction in progress cost for these categories shall not be included in the amounts reported on Items 4 through 7.

Items in previous cost for Equipment, Special Test Equipment, Special Tooling and Agency Peculiar Property shall be reported on Item 14, CONTRACT WORK IN PROGRESS. As stated in NF 1845 7101-10 include the costs of WIP for assemblies destined for permanent operation in space such as habitats and space probes and their components. The amounts shown on Items 8 through 12 and not include work in process cost.

**Column a (1) BALANCE BEGINNING OF PERIOD - Acquisition Cost.** Amounts reported will agree with amounts reported in column 4, Balance End of Period, of the preceding report, unless this is an initial report.

**Column a (2) BALANCE BEGINNING OF PERIOD - Adjustments.** Use this column to correct errors in previously reported ending balances (column 4 (1)). Reductions shall be shown in parentheses. Copies of entries on Item 21, COMMENTS.

**Column (1) ADDITIONS - Government - Furnished.** Amounts reported shall be the acquisition cost designated by the Government for Government Furnished Property (GFP) received during the reporting period.

**Column (2) ADDITIONS - Acquired.** Amounts reported shall be the acquisition cost of NASA-owned property acquired during the reporting period.

**Column - DELETIONS.** Amounts reported shall be the acquisition cost of all deletions. Type of deletions shall be obtained as required in Item 20, TYPE OF DELETION. Detailed lists, including shipping document references, shall be provided if required by NASA Centers.

**Column (1) BALANCE END OF PERIOD - Acquisition Cost.** Report the total of column a (1), a (2), b (1), and b (2) entries. These balances shall be maintained pursuant to FAR support 45.5 and NF Support 1845 7101.

**Column (2) BALANCE END OF PERIOD - Quantity.** Enter the quantity for all classifications of NASA property on hand as of September 30.

**ITEM 16 - DESCRIPTION OF AGENCY-PECULIAR PROPERTY.** Enter (name(s) of program(s)) for which agency peculiar property was furnished or acquired, e.g., "Space Shuttle," "Space Station," "Earth Observing System," etc., including work in process. Enter names of any assets destined for permanent operations in space, currently being fabricated under the contract, e.g., "Cassini" Instrument on the Alpha B. The value of these assets should NOT be reported in Item 14, column c, as stated in NF 1845 7101-10.

**ITEM 20 - TYPE OF DELETION.** Enter dollar amounts for each type of deletion, for the classifications shown, in NF 1845 7101-14, as distributed. Tables 1 and 2 agree with the amounts shown in column c, on the front of the form. Any deletions reported in Item 20, OTHER, shall be described in Item 21, COMMENTS.

**ITEM 21 - COMMENTS.** Enter explanatory information, such as explanations of adjustments (column a (2)), a brief description of valuation methods (with related dollar) or a method other than acquisition cost is used to value property under NF Support 1845 7101-3, the contract number of a lease on contract where property has been transferred, or other information specifically requested by NASA for the reporting period. Attach additional sheets if necessary.

**FBI Burden Statement**

This information collection meets the requirements of 44 U.S.C. § 3507. An amendment to section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a user's Office of Management and Budget (OMB) control number. The OMB control number for this collection is 2700-0077 and expires on 04/30/2019. We estimate that it will take an average of 15 minutes to respond to these questions, gather the facts, and answer the questions. Send any comments relating to our time estimate to: [majors-j.jackson@nasa.gov](mailto:majors-j.jackson@nasa.gov)