



REPORT AS OF

30 SEP \_\_\_\_\_(YYYY)

Form Approved O.M.B. No. 2700-0017 Expires: xx/xx/xxxx

(See instructions before completing this form.)

1. TO (Enter name and address for a and b) a. DEPUTY CHIEF FINANCIAL OFFICER (FINANCE): b. PROPERTY ADMINISTRATOR:	2. FROM (Enter name and address of award recipient)	3. AWARD NO.  4. SELECT THRESHOLD
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PROPERTY CLASSIFICATION ACCOUNTS	a. BALANCE BEGINNING OF PERIOD		b. ADDITIONS (in dollars)		c. DELETIONS (in dollars)	d. BALANCE END OF PERIOD	
	(1) Acquisition Cost (in dollars)	(2) Adjustments (in dollars)	(1) Government - Furnished	(2) Acquired		(1) Acquisition Cost (in dollars)	(2) Quantity (in units)
5. LAND <i>Select Value</i> <i>Select Value</i>							
6. BUILDINGS <i>Select Value</i> <i>Select Value</i>							
7. OTHER STRUCTURES AND FACILITIES <i>Select Value</i> <i>Select Value</i>							
8. LEASEHOLD IMPROVEMENTS <i>Select Value</i> <i>Select Value</i>							
9. CONSTRUCTION IN PROGRESS (ANY VALUE)							
10. EQUIPMENT <i>Select Value</i> <i>Select Value</i>							
11. SPECIAL TEST EQUIPMENT <i>Select Value</i> <i>Select Value</i>							
12. SPECIAL TOOLING <i>Select Value</i> <i>Select Value</i>							
13. AGENCY-PECULIAR, DESCRIBE IN ITEM 17 <i>Select Value</i>							
14. MATERIAL (ANY VALUE)							
15. AWARD WORK IN PROCESS (ANY VALUE)							
16. TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

17. DESCRIPTION OF AGENCY-PECULIAR PROPERTY AND ANY ASSETS DESTINED FOR PERMANENT OPERATION IN SPACE UNDER FABRICATION:

18. AWARD REPRESENTATIVE: *This report was prepared under NASA requirements from records maintained under 2CFR 200, FAR 45.5 and NFS 1845.5.*

20. PROPERTY SYSTEM

a. NAME (Last, First, Middle Initial)

b. SIGNATURE

c. DATE

d. TELEPHONE

a. APPROVED:

YES

NO

b. SYSTEM ANALYSIS:

(1) DATE: \_\_\_\_\_

SATISFACTORY

UNSATISFACTORY

19. GOVERNMENT PROPERTY ADMINISTRATOR:

a. NAME (Last, First, Middle Initial)

b. SIGNATURE

c. DATE

d. TELEPHONE

AWARD NUMBER

21. TYPE OF DELETION	(1) EQUIPMENT (item c.9.)	(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: <i>Select Value</i>					\$0.00
<i>Select Value</i>					\$0.00
b. TRANSFERRED IN PLACE TO A FOLLOW ON AWARD AT THE SAME LOCATION AND COMPANY: <i>Select Value</i>					\$0.00
<i>Select Value</i>					\$0.00
c. TRANSFERRED TO COGNIZANT NASA CENTER ACCOUNTABILITY: <i>Select Value</i>					\$0.00
<i>Select Value</i>					\$0.00
d. TRANSFERRED TO ANOTHER GOVERNMENT AGENCY: <i>Select Value</i>					\$0.00
<i>Select Value</i>					\$0.00
e. PURCHASED AT COST/RETURNED FOR CREDIT: <i>Select Value</i>					\$0.00
<i>Select Value</i>					\$0.00
f. DISPOSED OF THROUGH PLANT CLEARANCE PROCESS: <i>Select Value</i>					\$0.00
<i>Select Value</i>					\$0.00
g. OTHER (DESCRIBE IN ITEM 21): <i>Select Value</i>					\$0.00
<i>Select Value</i>					\$0.00
h. TOTAL: <i>Select Value</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Select Value</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

22. COMMENTS:

## REPORTING INSTRUCTIONS FOR NF 1018

GENERAL. This report provides financial data, as of September 30, on Government-furnished and acquired property to which NASA has title. NASA award recipients 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. Refer to Grants and Cooperative Agreement Manual (GCAM) and NASA FAR Supplement (NFS) Subpart 1845.7101 for further information. NASA award recipients shall submit a separate report for each award with a Financial Reporting of NASA Property in the Custody of Award Recipients clause. Include all property in the possession of subcontractors. NASA Form 1018 reports are submitted electronically through the NASA Electronic Submission System (NESS) at <https://ness.nasa.gov/contractor>.

If errors are discovered on the NF 1018 after submission, the award recipient shall contact the cognizant NASA Center Industrial Property Officer (IPO) and discuss corrective action. If it is determined that a corrected NF 1018 is required, the award recipient shall be notified by the cognizant Government property administrator or the NASA Center Industrial Property Officer (IPO) for further information.

The following items shall not be reported: (a) items ordinarily reportable but furnished to the award recipient for repair and return to NASA, unless accountability has been transferred to the award recipient, (b) agency-peculiar property being fabricated under awards which do not provide for progress payments (see NFS 1845.7101-1(l)), and (c) Center property made available pursuant to the Installation-Accountable Government Property clause at NFS 1852.245-71 and 2CFR.

REPORT AS OF 30 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 award performance period is complete.

ITEM 1 - TO. Enter the name and address of the cognizant (a) NASA Center Deputy Chief Financial Officer (Finance) (b) delegated property administrator (for non-delegated awards, (b) is the NASA Industrial Property Officer).

ITEM 2 - FROM. Enter the full name and address of the reporting NASA award recipient with the Division name stated after the Corporate name.

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

ITEMS 5 - 15 - PROPERTY CLASSIFICATION ACCOUNTS. Enter in the appropriate columns (a. through d.) amounts for each classification of property as defined in the GCAM, Federal Acquisition Regulation (FAR), Subpart 45.5 and NFS Subpart 1845.7101-1. The amounts entered for Item 9, CONSTRUCTION IN PROGRESS, shall be the incurred cost for work in process for the construction of Buildings, 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 5 through 8.

Work in process cost for Equipment, Special Test Equipment, Special Tooling and Agency-Peculiar Property shall be reported on Item 15, AWARD WORK IN PROGRESS. As stated in NFS 1845.7101-1(l) include the costs of WIP for International Space Station and Space Shuttle components, exclude the costs of WIP for assets destined for permanent operation in space such as satellites and space probes and their components. The amounts shown on Items 10 through 13 shall not include work in process cost.

Column a.(1) BALANCE BEGINNING OF PERIOD, Acquisition Cost. Amounts reported will agree with amounts reported in column d., 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 d.(1)). Reductions shall be shown in parentheses. Explain all entries in Item 22, COMMENTS.

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

Column c. DELETIONS. Amounts reported shall be the acquisition cost of all deletions. Type of deletions shall be detailed as required in Item 21, TYPE OF DELETION. Detailed lists, including shipping document references, shall be provided if required by NASA Centers.

Column d.(1) BALANCE END OF PERIOD - Acquisition Cost. Report the total of columns a.(1), a.(2), b.(1), and b.(2), minus c. These balances shall be maintained pursuant to FAR Subpart 45.5 and NFS Subpart 1845.7101.

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

ITEM 17 - 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 award, e.g. "Cassandra Instrument on the Aspera B." The value of these assets should NOT be reported in Item 15, column d.1., as stated in NFS 1845.7101-1(l).

ITEM 21 - TYPE OF DELETION. Enter dollar amounts for each type of deletion, for the classifications shown. See GCAM and NFS 1845.7101-4 for definitions. Totals i. will agree with the amounts shown in column c. on the front of the form. Any deletions reported in Item 21.h., OTHER, shall be described in Item 22, COMMENTS.

ITEM 22 - COMMENTS. Enter explanatory information, such as explanations of adjustments (column a.(2)), a brief description of valuation methods (with related dollars) if a method other than acquisition cost is used to value property under GCAM and NFS Subpart 1845.7101-3, the award number of a follow-on award where property has been transferred, or other information specifically requested by NASA for the reporting period. Attach additional sheets if necessary.

### **PRA Burden Statement**

*This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 2700-0017 and expires on XX/XX/XXXX. We estimate that it will take xx minutes to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate to: [ann.cuyler@nasa.gov](mailto:ann.cuyler@nasa.gov)*