



LANGLEY  
POLICY  
DIRECTIVE

Directive: LAPD 4200.6  
Effective Date: May 24, 2005  
Revalidated: December 17, 2008  
Expiration Date: December 17, 2013

---

**Responsible Office:** Logistics Management Team, Center Operations  
Directorate

**SUBJECT:** Management and Accountability of Special Equipment Which  
Does Not Meet the Criteria for Control (minor change 12/17/08)

## 1. POLICY

a. Comply with equipment accountability as described in the authority and reference documents.

b. Special Codes. As requested by the NASA Langley Exchange Council, Cap-Sens Code "X" will be used to identify special equipment requiring accountability purchased by the NASA Langley Exchange Council Funds and "Self-Supporting" funds, for the following activities:

- (1) Cafeteria
- (2) Child Development Center
- (3) Exchange Gift Shop
- (4) Activities Association

c. Definitions

(1) **Controlled Equipment** - has an estimated useful life of 2 years or more; is not intended for sale in the ordinary course of operations; and has been acquired or constructed with the intention of being used, or being available for use by the Agency. Dollar thresholds and additional criteria are as follows:

(2) **Capital Equipment** - has a unit acquisition cost of \$100,000 or more.

(3) **Noncapital Equipment** - has a unit acquisition cost of between \$5,000 and \$99,999.99.

(4) **Sensitive Equipment** - has a unit acquisition cost of \$500 or more designated by NASA Headquarters and the installation as sensitive due to its pilferable nature or its possibility of being a hazard. It can be capital or noncapital equipment. Note: All weapons and hazardous devices are controlled regardless of acquisition cost.

## 2. APPLICABILITY

This LAPD is applicable to all LaRC employees.

### 3. AUTHORITY

- a. NPR 4200.1, "NASA Equipment Management Manual"
- b. NPR 4200.2, "Equipment Management Manual for Property Custodians"

### 4. REFERENCES

- a. NASA Headquarters/Code JL Memorandum, Subject: Capitalized Equipment Guidelines, dated October 30, 1998.
- b. NASA Finance Management Requirements, Volume 6, Chapter 4.

### 5. RESPONSIBILITY

- a. The ~~NASA-Center~~ Equipment ~~Management System (NEMS)~~ Manager is responsible for ensuring that ~~NEMS Equipment Control~~ contractor personnel tag equipment meeting the criteria for control.

### 6. DELEGATION OF AUTHORITY

None

### 7. MEASUREMENTS

None

### 8. CANCELLATION

LAPD 4200.6, dated July 23, 2004.

*Original signed on file*

Roy D. Bridges, Jr.  
Director