



## PROPERTY LOAN AGREEMENT FOR GOVERNMENT EMPLOYEES

NASA EQUIPMENT IN THE CUSTODY OF A NASA EMPLOYEE PERFORMING OFFICIAL DUTIES OFF SITE. This NASA Equipment Loan Agreement is entered into by the government employee identified below pursuant to NPR 4200.1F, NASA Equipment Management Manual. This agreement, consistent with the condition set forth herein, authorizes the government employee to remove the equipment described below to the location cited for the official purpose stated and for a temporary period not to exceed 360 days. Equipment will be returned no later than the end of the approved period or immediately at the discretion of NASA upon notice to the employee. Removal and use of the equipment provided herein is necessary or beneficial to the conduct of NASA's mission or other official Government purposes. Removal of this property will not adversely affect the performance of official duties by the requesting employee or any other employee of the borrowing employee's work unit.

Employee Name (Last, First, M.I.)	Organization	Extension	Mail Stop	Property Account	Removal Date	Return Date
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Length of Time for Loan     31-180 days     181- 360 days

30 days or less: Daily Pass & Removal Only (Property Custodian and Borrower retain copy)

*Contractor employees must complete the GSFC 20-4, Shipping Document, to have item(s) transferred as Government Furnished equipment (GFE) to their contract for loans over 30 days or complete the GSFC 20-72 Property Loan Agreement for Contractor Employees for loans less than 30 days. (This form is for government employee loans only).*

Location Where Equipment Will Be Used

Official Purpose (Include reason why official use cannot be accomplished on-site during normal extended hours).

ECN	Item Name	Mfr/Model	Serial Number	Acquisition Cost

### CONDITIONS

The Employee shall assume full responsibility for the care, protection, 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 to the NASA equipment resulting from the employee's negligence, misuse, dishonesty, or wanton and willful misconduct. The Employee shall promptly report any loss, damage or destruction to the appropriate Division Property Custodian no later than 5 working days from the employee's discovery thereof.

### EMPLOYEE ACCEPTANCE

I assume complete responsibility for the equipment listed above and will never leave the equipment unattended. I certify that it shall be used only in the conduct of official NASA business. I also certify that this loan is requested for the minimum time required to complete the specified purpose. The use and return of this equipment will comply with all stipulations contained in this agreement.

Employee Signature	Date
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### Approvals for Civil Service Employees

Property Custodian Signature	Date
Employee Supervisor Signature	Date
Branch Head/Division Chief Signature	Date
Please forward to the Equipment Management Team, Code 273, after all appropriate signatures have been obtained.	<i>Supply &amp; Equipment Management Branch Use Only</i>