



OVERVIEW

Awardees will no longer be submitting the NF1018 PDF form. Instead, awardees will log into NASA Electronic Submission System (NESS) at <https://ness.nasa.gov/contractor> to input property data directly into the application. Use this procedure to request award access or view a listing of your awards in NESS.

Trigger

Perform this procedure to obtain access to awards or view award information in NESS.

Prerequisites

- A role in NESS for Contractors is required:
 - Guest accounts must be created for awardees 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 resend your credentials.
 - However, awardees with full NASA identities do not require guest accounts.
 - Full NASA identities must submit a NAMS request for the IT Asset "NESS (NF1018 Electronic Submission System)" requesting the NESS Contractor role.
 - If you are unable to access <https://nams.nasa.gov> to submit a NAMS request, please contact your Center Industrial Property Officer (IPO), who will submit a request on your behalf.
- If you are not assigned to any awards, your screen will be blank. You must request access to specific awards to view their data. The person accessing the award(s) is the one submitting the property submission (NF-1018). If you can already see the data you require, you have been proactively assigned to the award, and you do not have to request access.
- Everyone with Full NASA identities accessing NESS is required to take NASA Cyber Security Training annually via <https://satern.nasa.gov>.
- If you are unable to find your award, please contact your Center Industrial Property Officer (IPO).



Menu Path

Use the following menu path to begin this task:

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

Helpful Hints

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



PROCEDURE

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 Electronic Submission System

The screenshot shows the NESS for Contractors interface. At the top, there is a navigation bar with the NASA logo and the text "NESS for Contractors". To the right of the navigation bar are two tabs: "Submissions" (which is active) and "Contracts Summary". Below the navigation bar, there is a blue plus sign icon and the text "Double click a row to open." Below this is a table titled "Property Submissions". The table has five columns: Contractor, Contract #, Cage Code, Installation, and Fiscal Year. The table contains seven rows of data. At the bottom of the screenshot, there is a pagination control showing "Page 1 of 1" and "Displaying 1 - 6 of 6". There is also a "Privacy Policy" link.

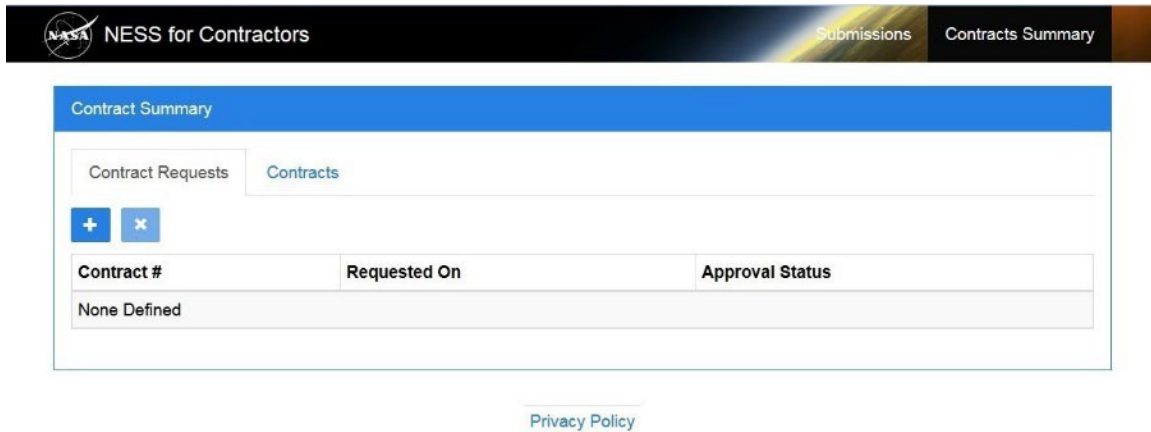
Contractor	Contract #	Cage Code	Installation	Fiscal Year
Univ Pennsylvania	NNX13AL27G	7G665	GRC	2017
Univ Pennsylvania	NNX13AL27G	7G665	GRC	2016
TRINNOVIM, LLC	NNG15PX05C	6DJG4	GSFC	2016
TRINNOVIM, LLC	NNG15PX05C	6DJG4	GSFC	2015
Univ Pennsylvania	NNX13AL27G	7G665	GRC	2015
Univ Pennsylvania	NNX13AL27G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

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

Contracts Summary




NESS - NASA Electronic Submission System

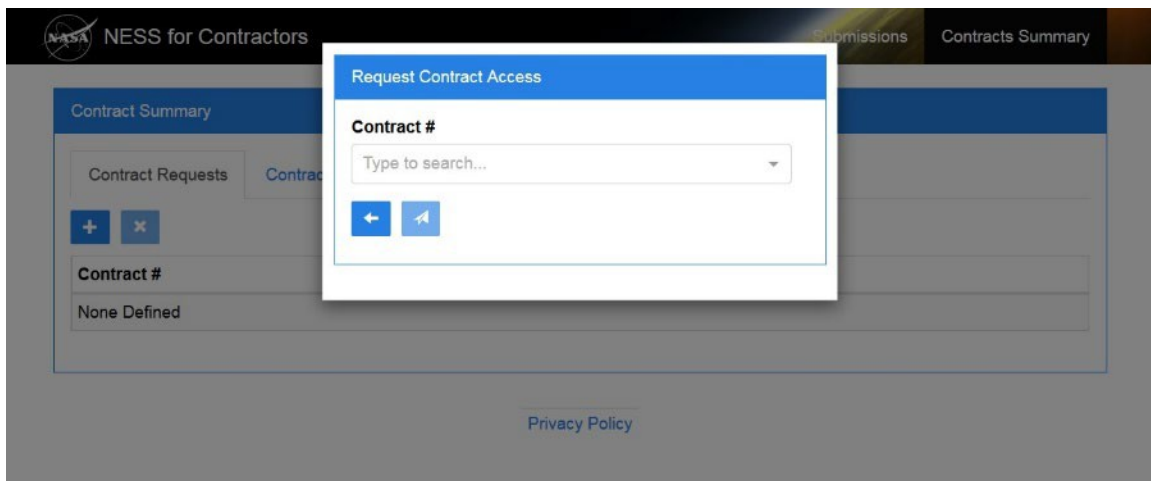


3. Perform one of the following:

If You Need To	Then
Request access to a contract/award	Proceed to next Step 4
Display accessible contracts/awards	Skip to Step 9

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 Electronic Submission System



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

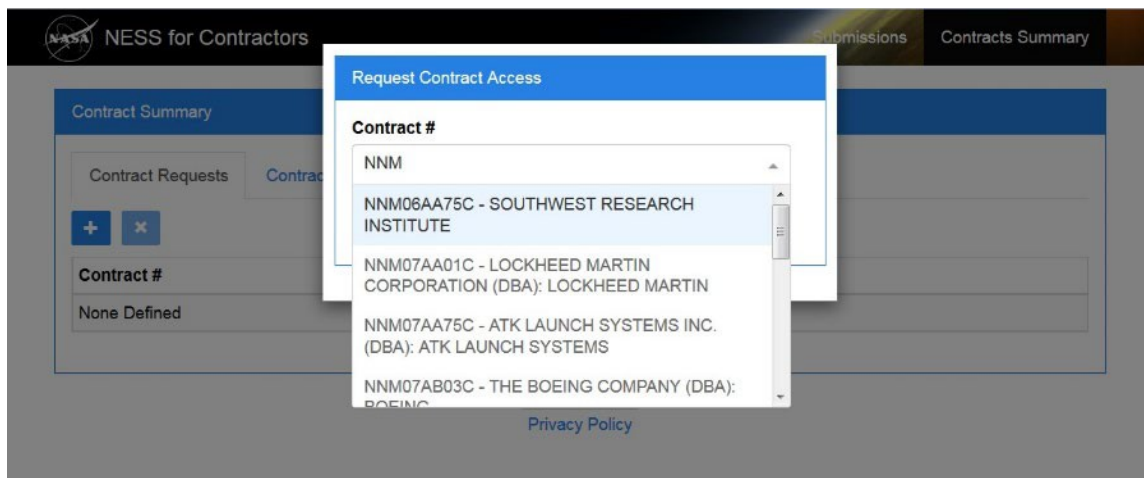


Use vertical scroll as necessary to view all search results.



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

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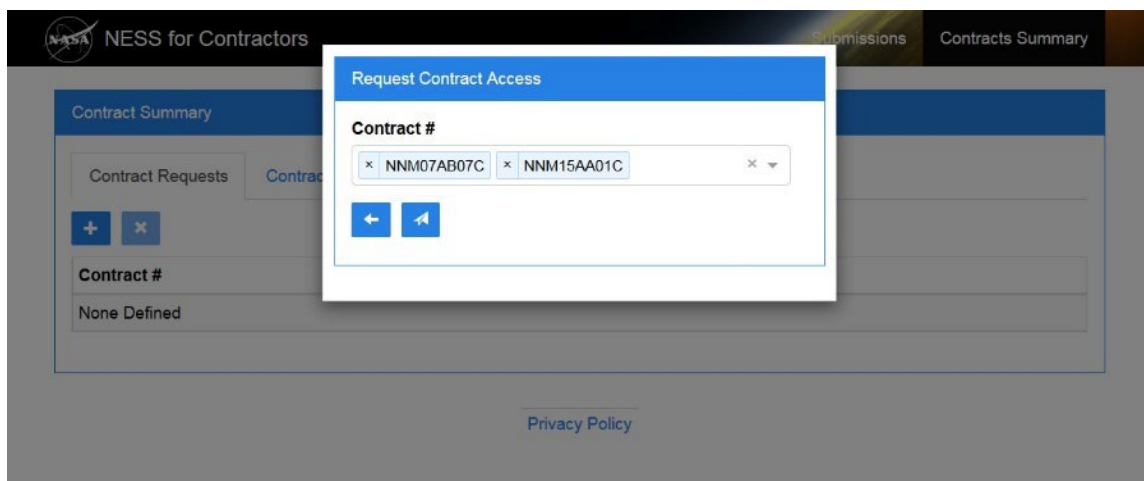



6. Select search results to add to the Contract/Award # field. Click the up arrow ▲ to collapse the drop-down menu when complete.



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

NESS - NASA Electronic Submission System



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



NESS - NASA Electronic Submission System



Contract Summary

Contract Requests Contracts

+ x

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

NESS - NASA Electronic Submission System



Contract Summary

Contract Requests Contracts

+ x

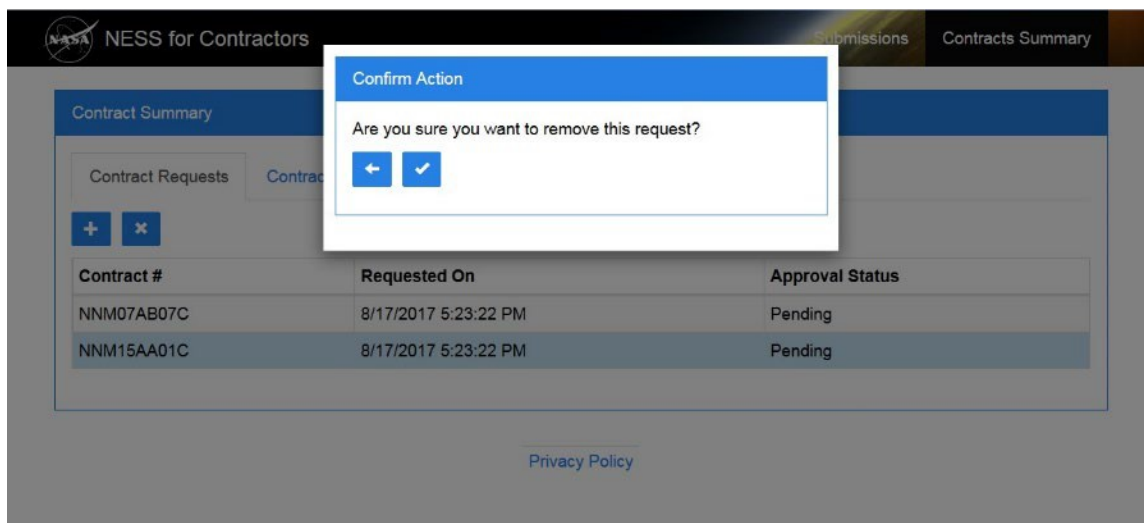
Contract #	Requested On	Approval Status
NNM07AB07C	8/17/2017 5:23:22 PM	Pending
NNM15AA01C	8/17/2017 5:23:22 PM	Pending

[Privacy Policy](#)

- 8.1. Click the Remove button .

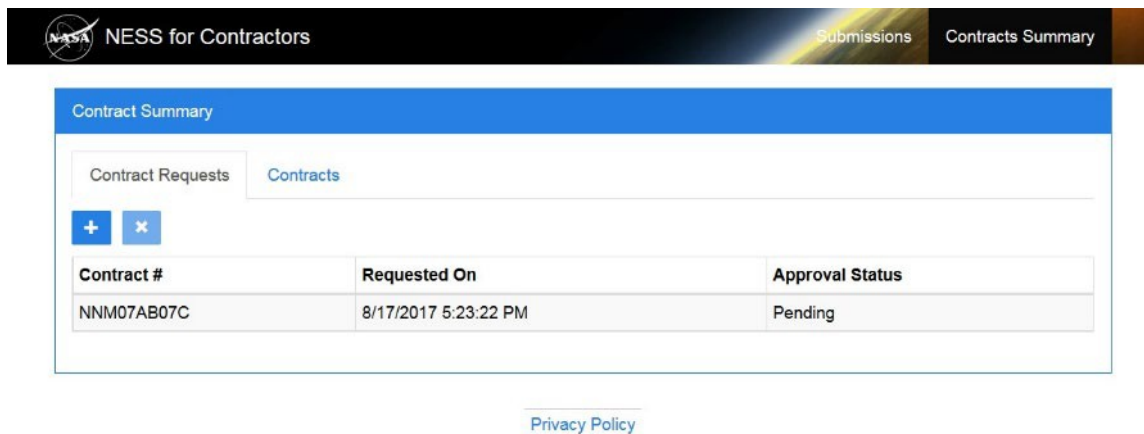


NESS - NASA Electronic Submission System



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

NESS - NASA Electronic Submission System



9. Click the Contracts/Awards tab **Contracts** to view a list of contracts you have access to your award in NASA Electronic Submission System (NESS).



NESS - NASA Electronic Submission System

Contract Summary

Contract Requests Contracts

[View](#)

Contract #	Cage Code	Installation	Status	Type	POP Start	POP End
NNX13AL27G	7G665	GRC	ACTIVE	Grant	6/9/2013	6/8/2018
NNG15PX05C	6DJG4	GSFC	ACTIVE	Cost Plus Award Fee	2/28/2015	2/28/2020

[Privacy Policy](#)

10. To view additional details about a contract/award, first highlight the row to view.
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Contract Summary

Contract Requests Contracts

[View](#)

Contract #	Cage Code	Installation	Status	Type	POP Start	POP End
NNX13AL27G	7G665	GRC	ACTIVE	Grant	6/9/2013	6/8/2018
NNG15PX05C	6DJG4	GSFC	ACTIVE	Cost Plus Award Fee	2/28/2015	2/28/2020

[Privacy Policy](#)

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.



NESS - NASA Electronic Submission System

12. As required, complete/review the following fields:

Field	R/O/C	Description
Contract/Award #	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



Field	R/O/C	Description
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

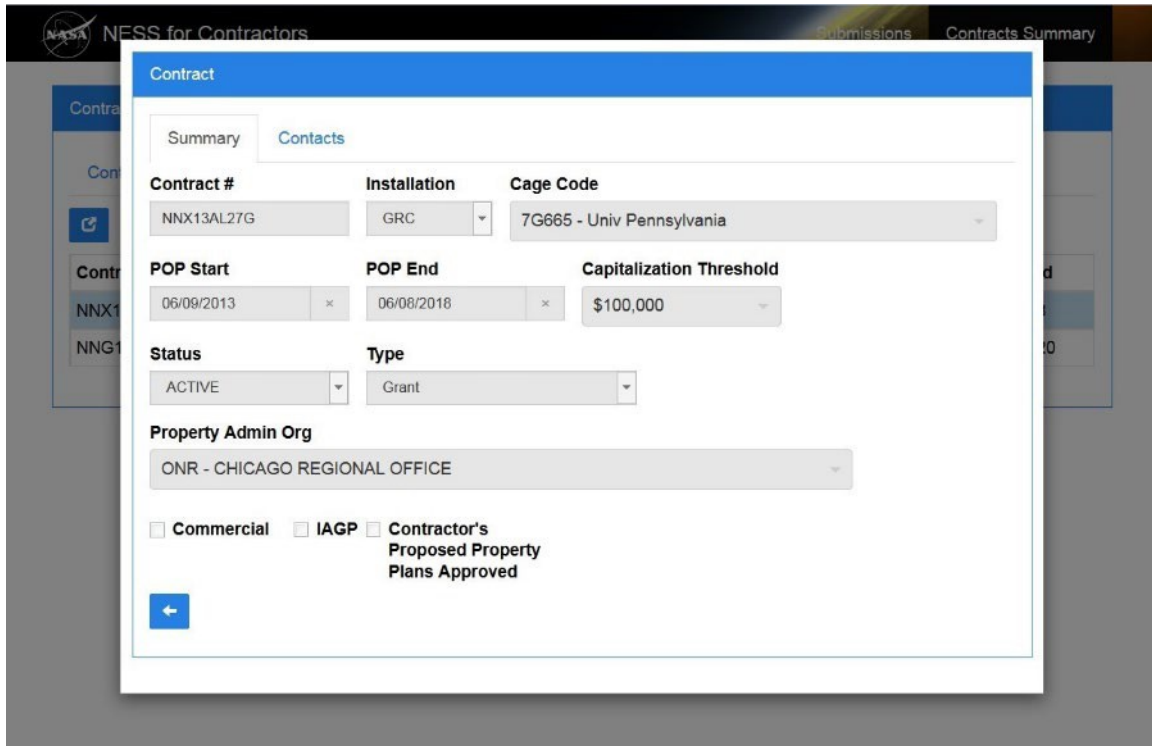


Flags include:

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



NESS - NASA Electronic Submission System



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



Use horizontal and vertical scroll as necessary.



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Contract

Summary Contacts

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

←

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



NESS - NASA Electronic Submission System

The screenshot displays the 'Contract Summary' page in the NESS for Contractors system. The page has a dark header with the NASA logo and 'NESS for Contractors' text. Navigation links for 'Submissions' and 'Contracts Summary' are visible. The main content area has a blue header 'Contract Summary' and two tabs: 'Contract Requests' and 'Contracts'. Below the tabs is a table with the following data:

Contract #	Cage Code	Installation	Status	Type	POP Start	POP End
NNX13AL27G	7G665	GRC	ACTIVE	Grant	6/9/2013	6/8/2018
NNG15PX05C	6DJG4	GSFC	ACTIVE	Cost Plus Award Fee	2/28/2015	2/28/2020

Below the table is a 'Privacy Policy' link.

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



RESULT

You have requested access to an award and/or displayed a list of awards you have access to in NESS.