



## OVERVIEW

NASA Electronic Submission System (NESS) is the Agency's enterprise system for all NASA property in the hands of award recipients under NASA-HQ Contract Property Program for annual/final property submissions; and associated Property Management System Analysis (PMSA).

Awardees will no longer be submitting the NASA Form (NF) 1018 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 manage awardees property submissions in NESS.

### Trigger

Perform this procedure to submit NASA Form (NF) 1018 data as an awardee.

### Prerequisites


- A role in NESS for Contractors is required:
  - 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 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 NF-1018. Please reference the [NESS for Contractors - Contracts](#) end user procedure for details on how to access a contract. 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.
- Everyone with Full NASA identities accessing NESS is required to take NASA Cyber Security Training annually via <https://satern.nasa.gov>.



## Menu Path

Use the following link to begin this task: <https://ness.nasa.gov/contractor>

## Helpful Hints

- Final submission types are accepted year-round, but the submission period for Annual submission types starts on October 1st and ends on October 31st.
- When saving records, a green save icon  briefly appears in the top right of screen to indicate data was successfully stored.
- No changes are allowed once a Property Submission has been submitted.
- The **R/O/C** column in the field description tables below indicates whether the field is a process Requirement, Optional, or Conditional.



## PROCEDURE

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

*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 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 five rows of data. Below the table is a pagination bar with the text "Page 1 of 1", "Displaying 1 - 5 of 5", "Page Size: 100", and "Reset". There is also a "Privacy Policy" link below the pagination bar.

Contractor	Contract #	Cage Code	Installation	Fiscal Year
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. The *Property Submissions* page is displayed by default, listing Property Submissions for awards you have access to.




To locate existing entries:

- Use sort, column, and filter tools available in column header dropdown

menu .

- Use pagination tools available at the bottom of the screen.

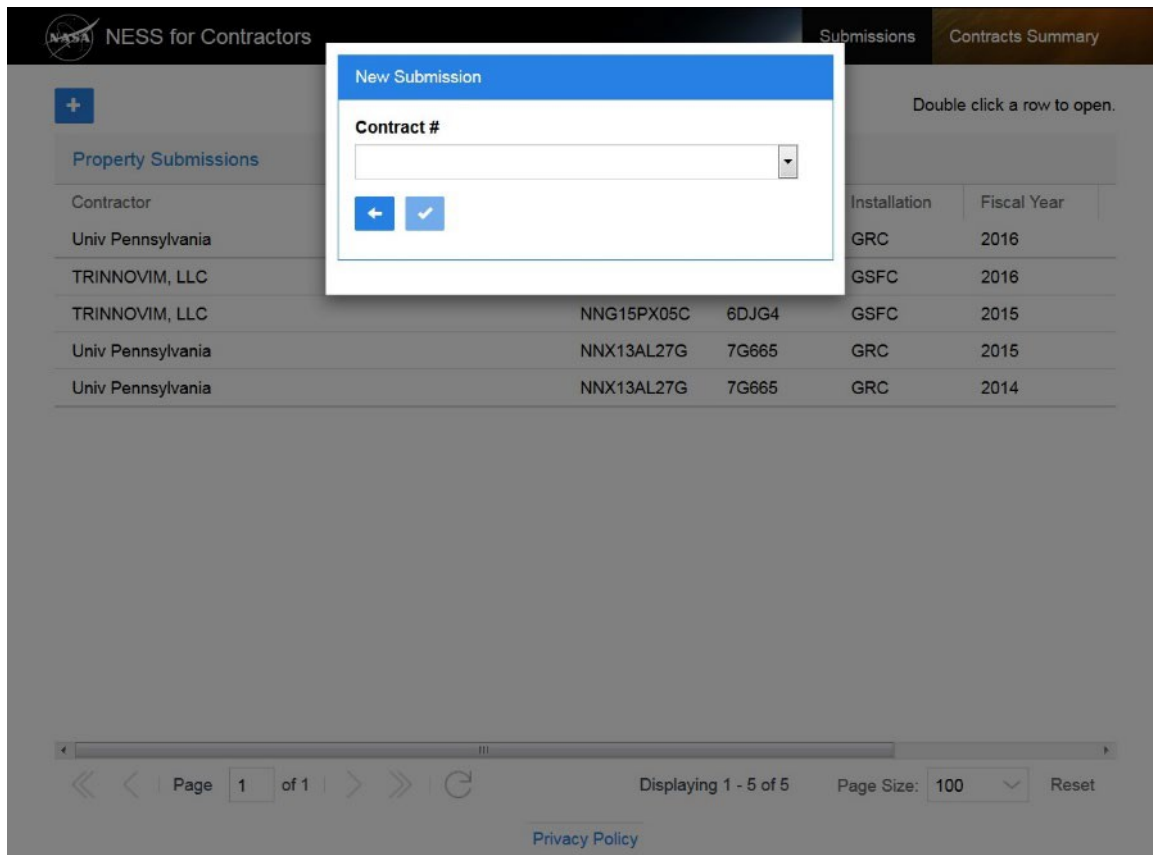


3. To create a new property submission, click the Add button . A *New Submission* screen will display.




If you instead need to view an existing Property Submission, skip to [Step 21](#).

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The screenshot shows the 'NESS for Contractors' interface. A 'New Submission' modal dialog is open, featuring a 'Contract #' dropdown menu and two buttons: a back arrow and a checkmark. The background shows a table of property submissions with columns for Contractor, Installation, and Fiscal Year. The table contains five rows of data.

Contractor	Installation	Fiscal Year
Univ Pennsylvania	GRC	2016
TRINNOVIM, LLC	GSFC	2016
TRINNOVIM, LLC	GSFC	2015
Univ Pennsylvania	GRC	2015
Univ Pennsylvania	GRC	2014

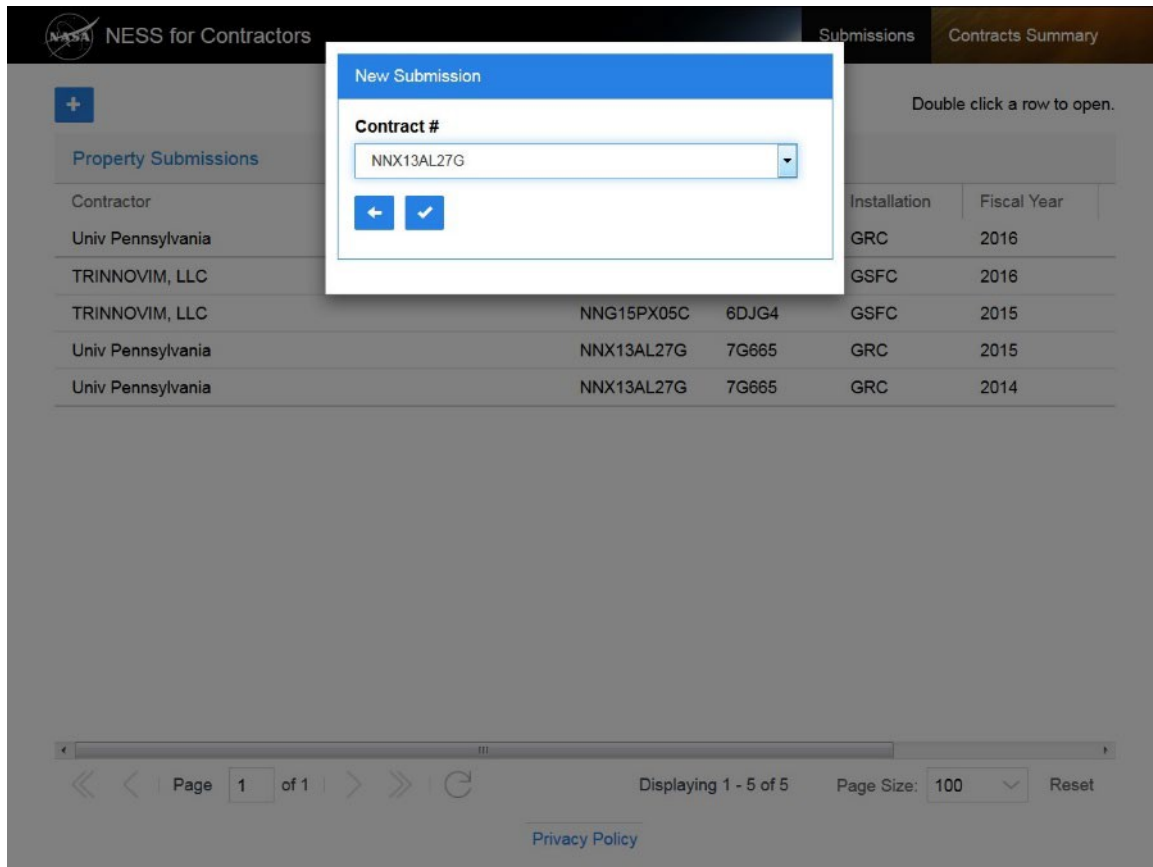
4. Click the dropdown  to view and select a Contract/Award number you have access to.





If you do not see the award you need, you must request access. Please reference the [NESS for Contractors – Contracts](#) end user procedure for details.



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5. Click the Okay button . The Property Submission screen will be displayed.  
 Grayed-out fields are for review only.



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Property Submission

Summary Details Deletions Comments Approvals PDF

**Contractor**  
Univ Pennsylvania

**Contract #**  
NNX13AL27G

**Status**  
New

**Fiscal Year**  
[Dropdown]

**Submission Date**  
MM/DD/YYYY [X]

**Submission Type**  
Annual [Dropdown]

**As Of Date**  
MM/DD/YYYY [X]

**Contractor Representative**  
[Dropdown]

[Back] [Home] [Refresh]




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

Field	R/O/C	Description
Contractor	Conditional	The name of the contractor/award recipient.  <b>Example:</b> Univ Pennsylvania
Contract/Award #	Conditional	The Contract/Award Number.  <b>Example:</b> NNX13AL27G
Status	Conditional	The status of the contract/award.  <b>Example:</b> New



**NESS for Award Recipient – Create a Property Submission**  
End User Procedure

Field	R/O/C	Description
Fiscal Year	Required	<p>A twelve (12) month accounting period. NASA's yearly accounting period begins on October 1 and ends on September 30.</p> <p><b>Example:</b> 2017</p>
Submission Date	Required	<p>Date of the property report submission.</p> <p><b>Example:</b> 08/17/2017</p>
Submission Type	Required	<p>The type of property report submission.</p> <p> Select either Annual or Final. Annual submission types are only accepted between October 1 and December 31.</p>
As Of Date	Conditional	<p>Applicable date of coverage for the property submission.</p> <p><b>Example:</b> 08/17/2017</p> <p> For Annual submissions, this field is automatically populated with the last day of the fiscal year selected.</p>
Contractor/Award Representative	Required	<p>Name of the awardee representative with the Contractor Property Manager role.</p> <p> Use the dropdown to select a Contractor/Award Representative with the Contractor Property Manager role. If blank, a person with the Contractor</p>



## NESS for Award Recipient – Create a Property Submission

End User Procedure

Field	R/O/C	Description
		Property Manager role has not been defined for the Awardee. The Contractor Property Manager role can be added by navigating to the Contacts/Awards tab on the record.

### NESS - NASA Electronic Submission System



Property Submission

Summary Details Deletions Comments Approvals PDF

**Contractor**  
Univ Pennsylvania

**Contract #**  
NNX13AL27G

**Status**  
New

**Fiscal Year**  
2017

**Submission Date**  
08/17/2017

**Submission Type**  
Final

**As Of Date**  
08/17/2017

**Contractor Representative**  
NESS ESSTSM

← Home →

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7. Click the Save button  to save the submission.



Saving initializes the new Property Submission record. Afterwards, additional tabs can be populated with data in preparation for approval.





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Property Submission

Summary **Details** Deletions Comments Approvals PDF

**Contractor**  
Univ Pennsylvania

**Contract #**  
NNX13AL27G

**Status**  
New

**Fiscal Year**  
2017

**Submission Date**  
06/17/2017

**Submission Type**  
Final

**As Of Date**  
08/17/2017

**Contractor Representative**  
NESS ESSTSTM

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8. Click the Details tab **Details** to continue.



On the Details tab, Beginning Balance values are populated from the previous year's property submission NF-1018 for the contract if applicable.

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Property Submission

Summary **Details** Deletions Comments Approvals PDF

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		Beginning Balance		Additions			Ending Balance	
Classification	Threshold	Acquisition	Adjustments	Govt Furnished	Acquired	Deletions	Acquisition	Qty
None Defined								

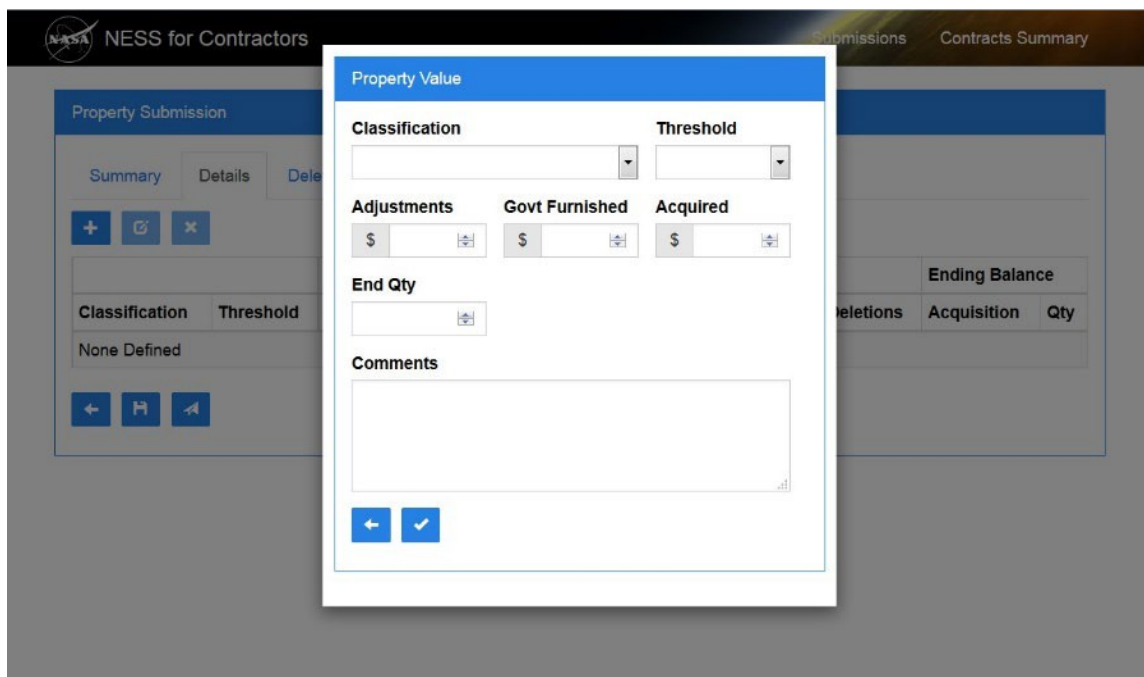
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9. Click the Add button  to display the Property Value screen.



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

Field	R/O/C	Description
Classification	Required	Property classification.   Use the drop-down menu to select the appropriate property classification: <ul style="list-style-type: none"><li>• Agency-Peculiar Property</li><li>• Buildings</li><li>• Construction in Progress</li><li>• Contract Work-in-Process</li><li>• Equipment</li><li>• Land</li><li>• Leasehold improvements</li><li>• Material</li><li>• Other Structures and Facilities</li><li>• Special Test Equipment</li><li>• Special Tooling</li></ul>



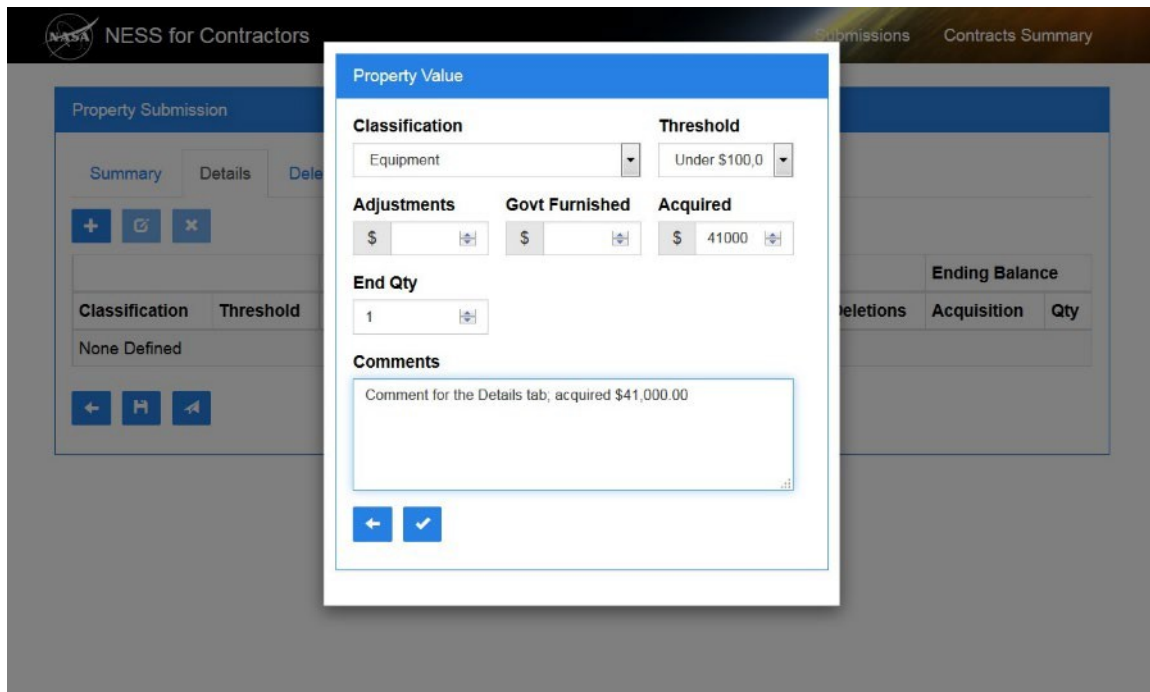
**NESS for Award Recipient – Create a Property Submission**  
End User Procedure

Field	R/O/C	Description
Threshold	Required	<p>The property value threshold.</p> <p><b>Example:</b> Under \$100,000</p> <p> The Threshold value is dependent on the capitalization threshold (either \$100,000 or \$500,000) defined for the contract.</p>
Adjustments	Optional	<p>Adjustments in dollars to the beginning of period balance.</p> <p> Adjustments require the <i>Comments</i> field to be populated.</p>
Govt Furnished	Optional	<p>Additions in the acquisition cost designated by the Government for Government Furnished Property (GFP) received during the reporting period.</p>
Acquired	Optional	<p>Additions in the acquisition cost of all NASA-owned property acquired during the reporting period.</p>
End Qty	Required	<p>Quantity (in units)</p>



Field	R/O/C	Description
Comments	Conditional	Free-form text field for comments.

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11. Click the Done button  to save the Property Value entry.



If required, click the Add button  again on the Details tab to add additional Classification rows.



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Property Submission

Summary Details Deletions Comments Approvals PDF

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Classification	Threshold	Beginning Balance		Additions		Ending Balance		
		Acquisition	Adjustments	Govt Furnished	Acquired	Deletions	Acquisition	Qty
Equipment	Under \$100,000	\$0	\$0	\$0	\$41,000	\$0	\$41,000	1
Totals:		\$0	\$0	\$0	\$41,000	\$0	\$41,000	1

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12. Click the Deletions tab **Deletions**.

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Property Submission

Summary Details Deletions Comments Approvals PDF

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Classification	Threshold	Equipment	Special Test Equipment	Special Tooling	Agency Peculiar	Total
None Defined						

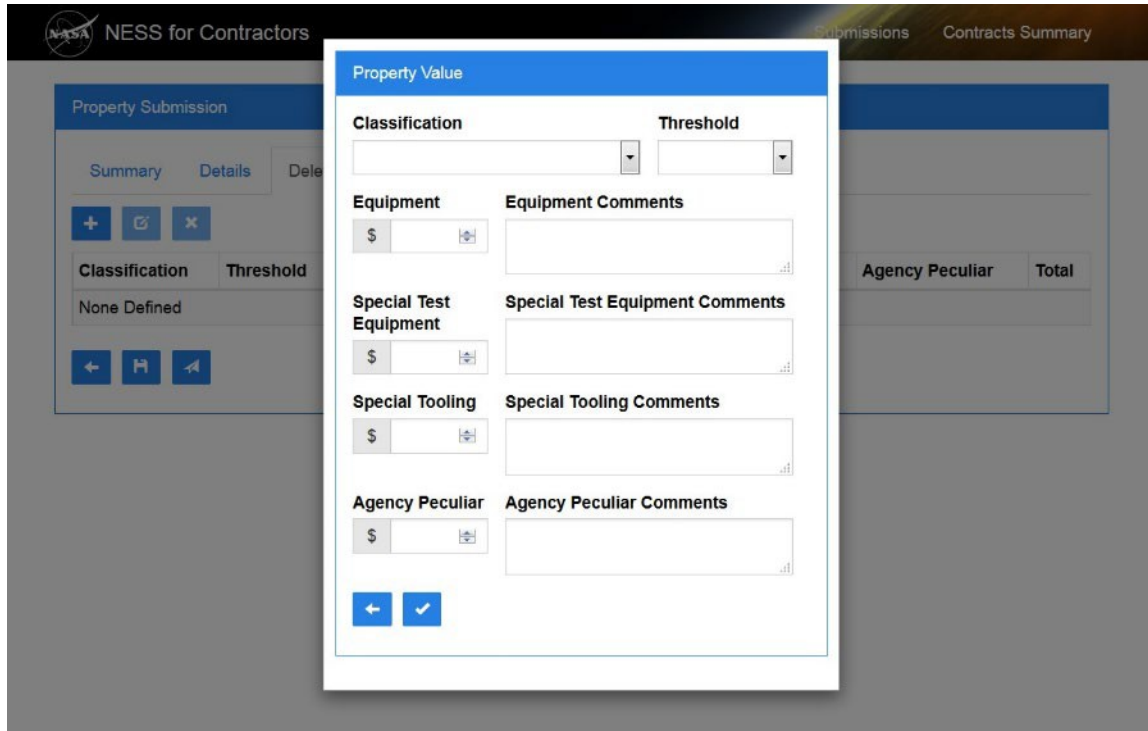
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13. As required, click the Add button .




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

Field	R/O/C	Description
Classification	Required	<p>Property classification.</p> <p> Use the drop-down menu to select the appropriate Classification:</p> <ul style="list-style-type: none"> <li>• Disposed of Through Plant Clearance Process</li> <li>• Lost, Theft, Damaged or Destroyed</li> <li>• Other</li> <li>• Purchased at Cost/Returned for Credit</li> <li>• Transferred in Place to a Follow-on Contract/Award at the Same Location and Company</li> <li>• Transferred to Another Government Agency</li> </ul>



Field	R/O/C	Description
		<ul style="list-style-type: none"> <li>Transferred to Another NASA Center</li> <li>Transferred to Cognizant NASA Center Accountability</li> </ul>
Threshold	Required	<p>The property value threshold.</p> <p><b>Example:</b> Under \$100,000</p> <p> The Threshold value is dependent on the capitalization threshold (either \$100,000 or \$500,000) defined for the contract.</p>
Equipment	Optional	Equipment deletions.
Equipment Comments	Optional	Comments specific to the Equipment value.
Special Test Equipment	Optional	Special Test Equipment deletions.
Special Test Equipment Comments	Optional	Comments specific to the Special Test Equipment value.



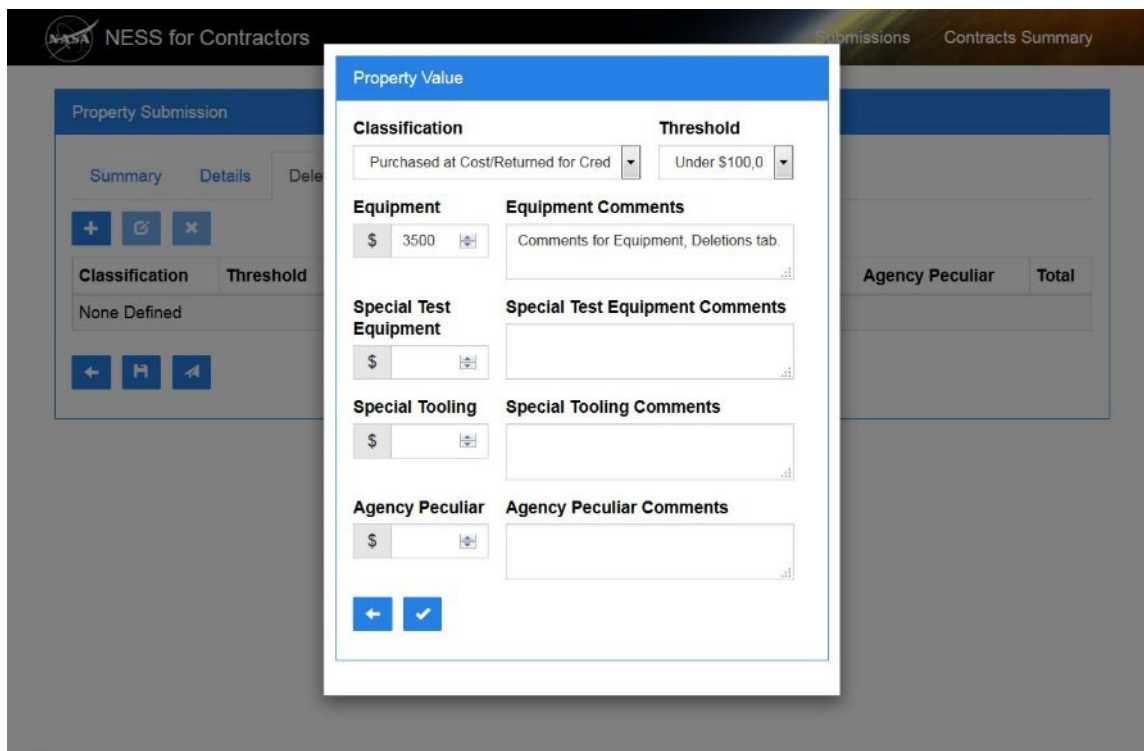
**NESS for Award Recipient – Create a Property Submission**  
End User Procedure



<b>Field</b>	<b>R/O/C</b>	<b>Description</b>
Special Tooling	Optional	Special Tooling deletions.
Special Tooling Comments	Optional	Comments specific to the Special Tooling value.
Agency Peculiar	Optional	Agency Peculiar deletions.
Agency Peculiar Comments	Optional	Comments specific to the Agency Peculiar value.





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15. Click the Done button  to keep changes (or the Close button  to cancel).



If required, click the Add button  again on the Deletions tab to add additional Classification rows.



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Property Submission

Summary Details Deletions **Comments** Approvals PDF

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Classification	Threshold	Equipment	Special Test Equipment	Special Tooling	Agency Peculiar	Total
Purchased at Cost/Returned for Credit	Under \$100,000	\$3,500		\$0	\$0	\$0 \$3,500
<b>Totals:</b>		<b>\$3,500</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0 \$3,500</b>

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16. Click the Comments tab **Comments**.



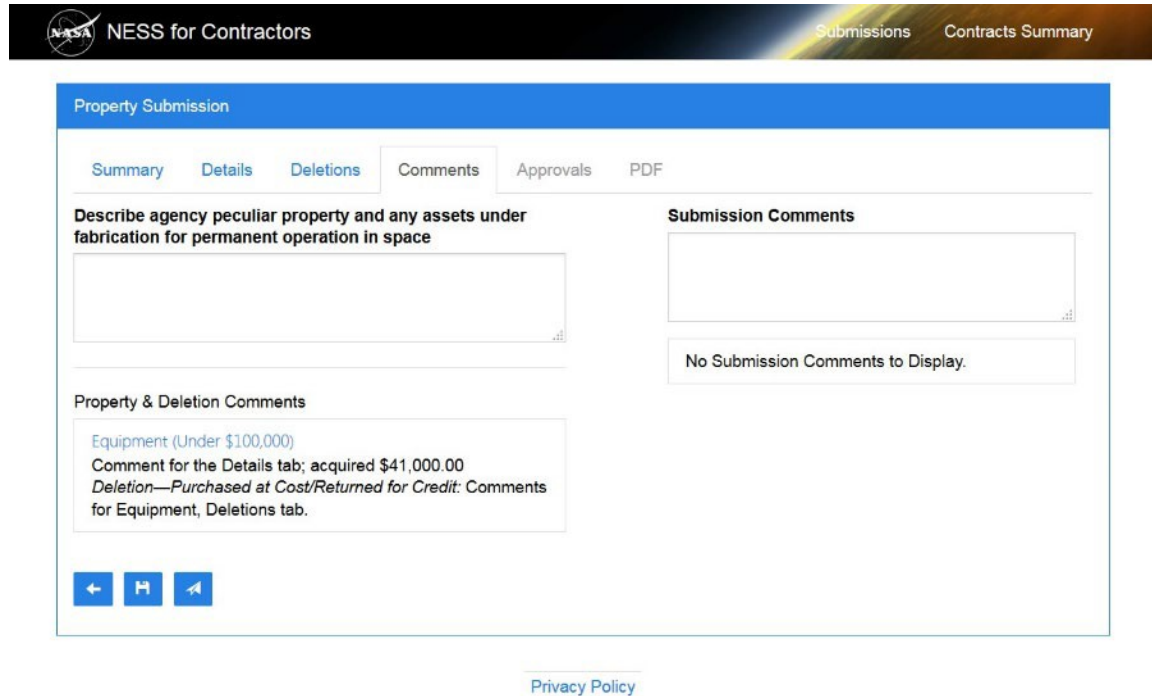
Notice property and deletion comments are collected on the left. Comments for the entire submission can be entered on the right.



Comments listed in the *Property & Deletions Comments* box come from individual comments entered on both the *Details* and *Deletions* tabs.




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

Field	R/O/C	Description
Describe agency peculiar property and any assets under fabrication for permanent operation in space	Optional	Free form text field to describe agency peculiar property and assets under fabrication for permanent operation in space.
Submission Comments	Optional	Overall comments for the entire submission.



Clicking the Save button  allows the user to submit as many Submission Comments as necessary.



NESS - NASA Electronic Submission System

Property Submission

Summary Details Deletions **Comments** Approvals PDF

Describe agency peculiar property and any assets under fabrication for permanent operation in space

Submission Comments

Comments for the entire submission go here.


No Submission Comments to Display.

Property & Deletion Comments

- Equipment (Under \$100,000)
- Comment for the Details tab; acquired \$41,000.00
- Deletion—Purchased at Cost/Returned for Credit: Comments for Equipment, Deletions tab.

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18. After all changes have been completed, click the Submit button . A Confirm Action screen appears.



Once submitted, no changes can be made.


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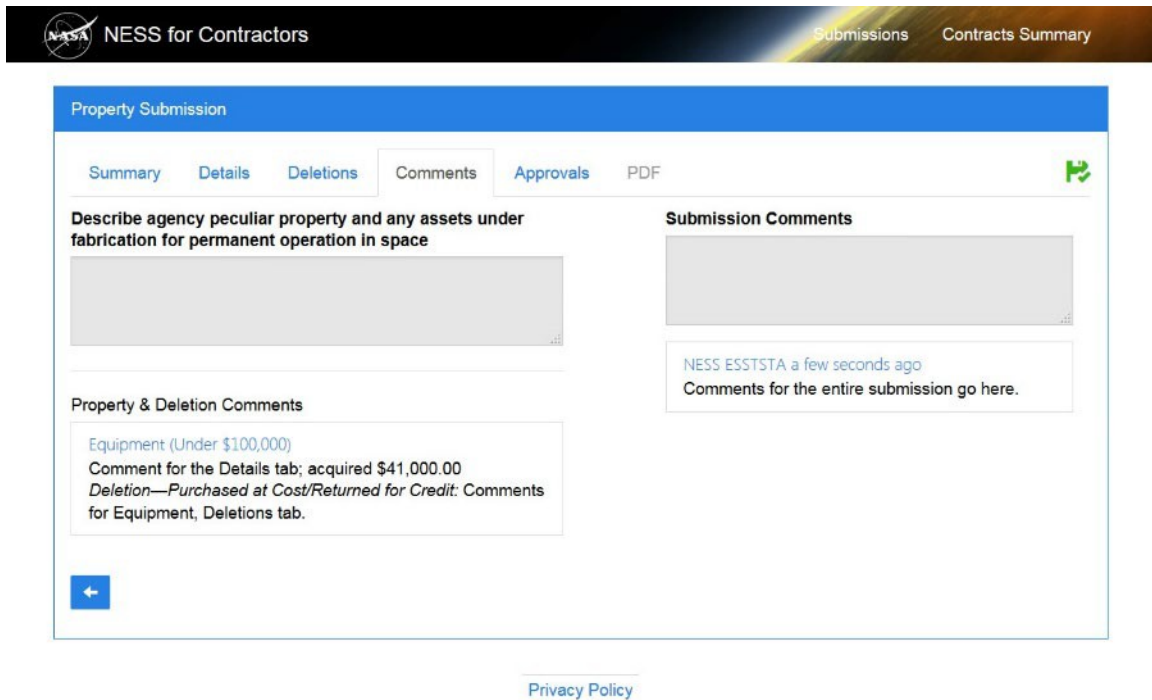
Confirm Action

Are you sure you are ready to submit? No changes will be allowed once submitted.

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19. Click the Okay button  to confirm the submission.  
*NESS - NASA Electronic Submission System*



Property Submission

Summary Details Deletions Comments Approvals PDF

Describe agency peculiar property and any assets under fabrication for permanent operation in space


Submission Comments

NESS ESSTSTA a few seconds ago  
Comments for the entire submission go here.

Property & Deletion Comments

Equipment (Under \$100,000)  
Comment for the Details tab; acquired \$41,000.00  
Deletion—Purchased at Cost/Returned for Credit: Comments for Equipment, Deletions tab.

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20. Click the Cancel button  to return to the Property Submissions list.



NESS - NASA Electronic Submission System

NESS for Contractors Submissions Contracts Summary

+ Double click a row to open.

Property Submissions

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

Page 1 of 1 | Displaying 1 - 6 of 6 | Page Size: 100 | Reset

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21. To view a Property Submission, double-click a row to open.



The Summary tab displays by default. Notice for this example the Submission Status is *Submitted* and is ready for approval.



Review data available on the Details, Deletions, and Comments tab as necessary. Reference the field definition tables in this document for additional information.



NESS - NASA Electronic Submission System



Property Submission

Summary Details Deletions Comments Approvals PDF

**Contractor**  
Univ Pennsylvania

**Contract #**  
NNX13AL27G

**Status**  
Submitted

**Fiscal Year**  
2017

**Submission Date**  
08/17/2017

**Submission Type**  
Final

**As Of Date**  
08/17/2017

**Contractor Representative**  
NESS ESSTSM

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22. Click the Approvals tab **Approvals** to review approval status.



Property Administrators, Industrial Property Officers, and Property Accountants provide submission approvals.

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Property Submission

Summary Details Deletions Comments Approvals PDF

**Property Administrator** Pending

**Property Accountant** Pending

**Industrial Property Officer** Pending

**Comments**

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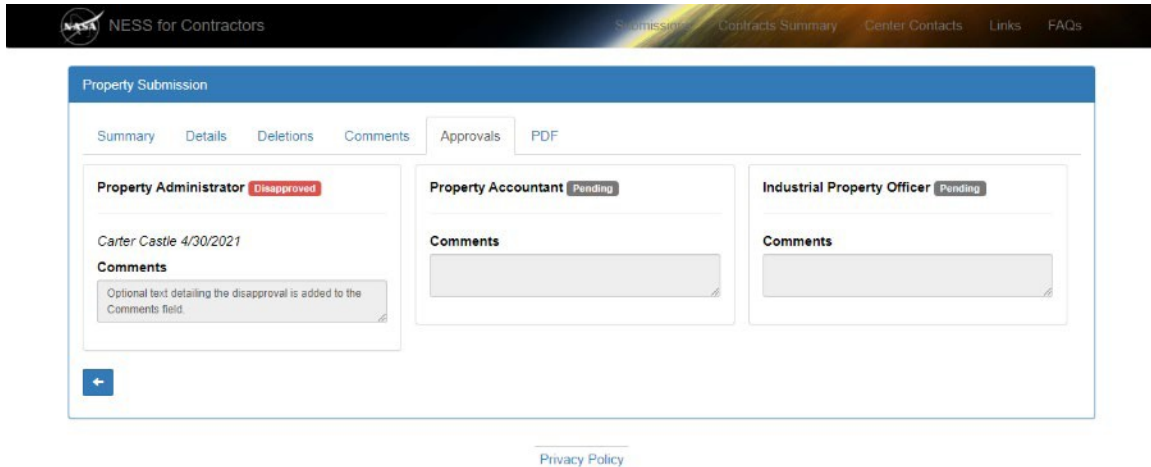
[Privacy Policy](#)

23. Click the Approvals tab **Approvals** to view approval or Disapproval status.



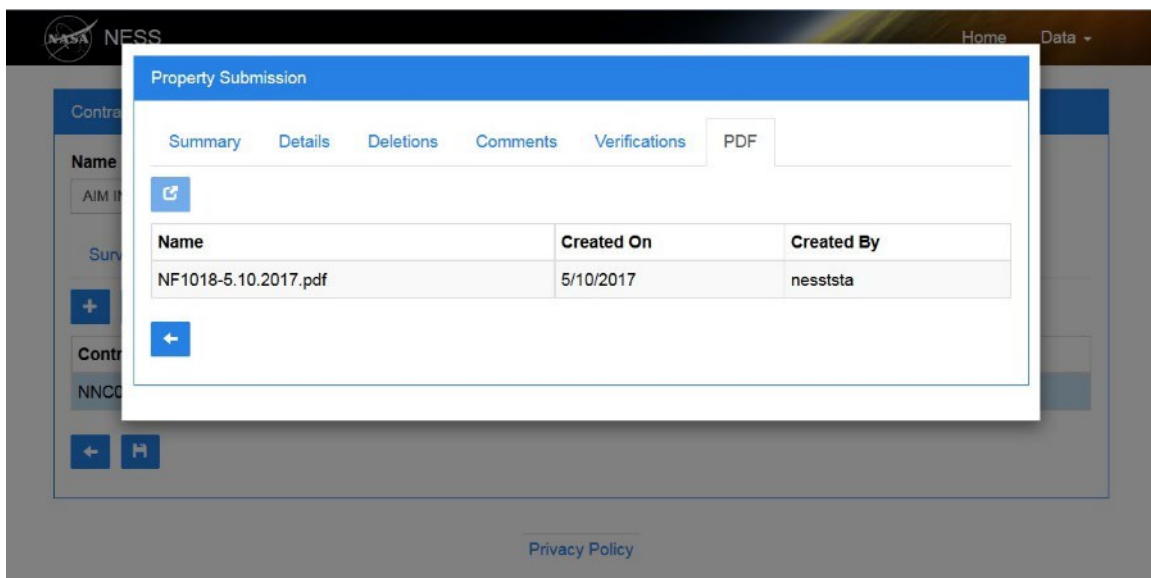
Property Administrators, Industrial Property Officers, and Property Accountants provide submission disapprovals.

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24. Click the PDF tab [PDF](#) to view the submitted NF-1018 PDF.

NESS - NASA Electronic Submission System



25. Highlight the PDF document, then click the View button .



Depending on your browser settings, the PDF will either automatically display or be available as a downloaded file.





# NESS for Award Recipient – Create a Property Submission

End User Procedure

## NESS - NASA Electronic Submission System

National Aeronautics and Space Administration		<b>NASA Property in the Custody of Award Recipients</b> (GCAM and NFS Subpart 1845.71)		REPORT AS OF <input type="checkbox"/> 30 SEP (yyyy) OR <input type="checkbox"/> FINAL (mm/dd/yyyy)		Form Approved O.M.B. No. 2700-0017 Expires: 12/31/2024	
(See instructions before completing this form.)							
1. TO (Enter name and address for a and b)		2. FROM (Enter name and address of award recipient)		3. AWARD NO.		4. SELECT THRESHOLD	
a. DEPUTY CHIEF FINANCIAL OFFICER (FINANCE):		b. PROPERTY ADMINISTRATOR:					
PROPERTY CLASSIFICATION ACCOUNTS	a. BALANCE BEGINNING OF PERIOD		b. ADDITIONS (in dollars)		c. DELETIONS	d. BALANCE END OF PERIOD	
	(1) Acquisition Cost	(2) Adjustments	(1) Government -	(2) Acquired	(in dollars)	(1) Acquisition Cost	(2) Quantity
	(in dollars)	(in dollars)	Furnished			(in dollars)	(in units)
5. LAND							
Select Value							
6. BUILDINGS							
Select Value							
7. OTHER STRUCTURES AND FACILITIES							
Select Value							
8. LEASEHOLD IMPROVEMENTS							
Select Value							
9. CONSTRUCTION IN PROGRESS (ANY VALUE)							
10. EQUIPMENT							
Select Value							
11. SPECIAL TEST EQUIPMENT UNDER \$100,000							
Select Value							
12. SPECIAL TOOLING							
Select Value							
13. AGENCY-PECULIAR, DESCRIBE IN ITEM 17							
Select Value							
14. MATERIAL (ANY VALUE)							
15. AWARD WORK IN PROCESS (ANY VALUE)							
16. TOTALS	0	0	0	0	0	0	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.							
a. NAME (Last, First, Middle Initial)		b. SIGNATURE		c. DATE		d. TELEPHONE	
19. GOVERNMENT PROPERTY ADMINISTRATOR:				20. PROPERTY SYSTEM			
a. NAME (Last, First, Middle Initial)		b. SIGNATURE		c. DATE		d. TELEPHONE	
				a. APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO			
				b. SYSTEM ANALYSIS: (1) DATE: _____			
				(2) <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY			

NASA Form 1018 01/22 (2.5) PREVIOUS EDITIONS ARE OBSOLETE. Page of

26. After viewing the NF-1018 file, click X to close the PDF and return to NESS.


## NESS - NASA Electronic Submission System

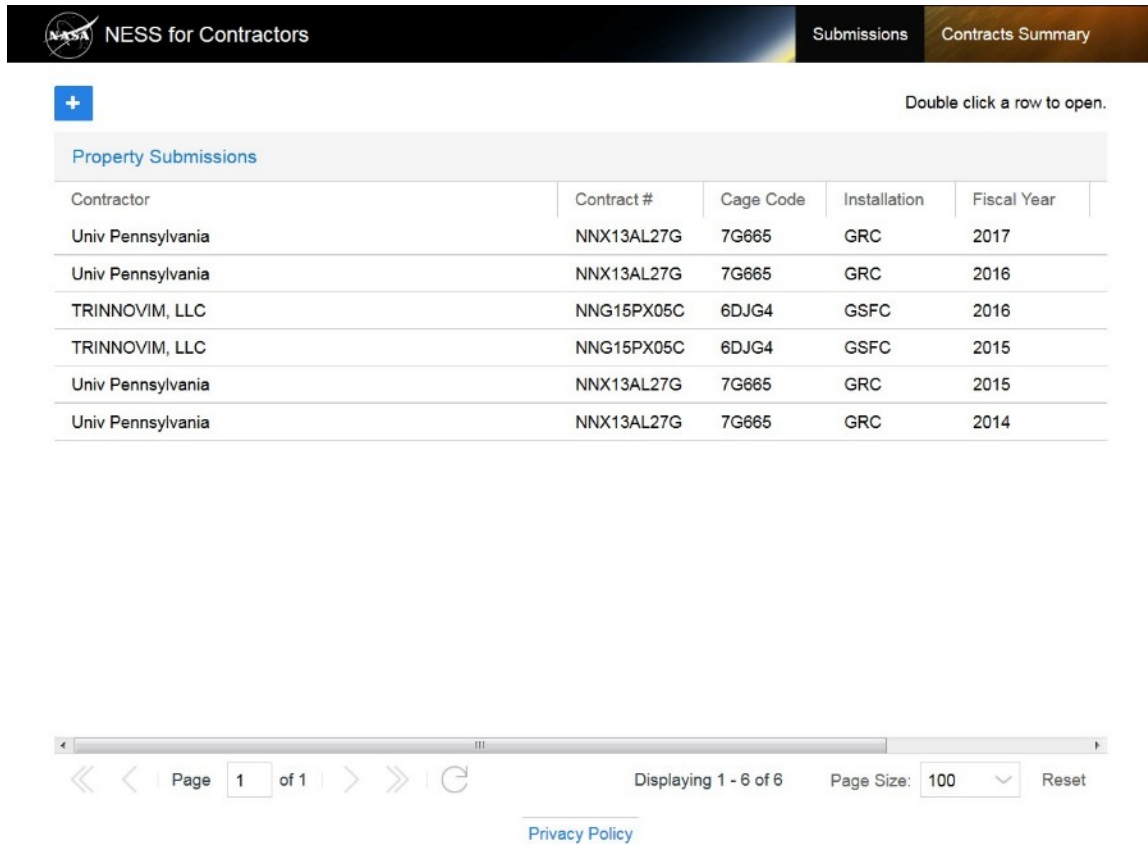


Property Submission		
Summary	Details	Deletions
<div style="text-align: right;"> <a href="#">Comments</a> <a href="#">Approvals</a> <a href="#">PDF</a> </div>		
Name	Created On	Created By
NF1018-8.17.2017.pdf	8/17/2017	nessststa

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27. Click the Cancel button  to return to the Property Submissions list.  
*NESS - NASA Electronic Submission System*



The screenshot shows the 'NESS for Contractors' interface. At the top, there is a navigation bar with 'Submissions' and 'Contracts Summary' tabs. Below the navigation bar, there is a blue button with a white plus sign and the text 'Double click a row to open.' The main content area is titled 'Property Submissions' and contains a table with the following data:

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

At the bottom of the screenshot, there is a pagination bar showing 'Page 1 of 1', 'Displaying 1 - 6 of 6', 'Page Size: 100', and a 'Reset' button. There is also a 'Privacy Policy' link.

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



## **RESULT**

You have created a new property submission using NESS for Contractors.