

EMPLOYEE EQUIPMENT LOAN AGREEMENT

NASA EQUIPMENT IN THE CUSTODY OF AN MSFC/CONTRACTOR EMPLOYEE PERFORMING OFFICIAL DUTIES OFF-SITE (AT HOME)

This NASA Employee Equipment Loan Agreement is entered into by the employee identified below pursuant to NHB 4200.1, NASA Equipment Management Manual. This agreement, and consistent with the conditions set forth herein, authorizes the employee to remove the equipment described below to the location (residence) cited for the official purpose stated, and for the prescribed temporary period of time. Equipment will be returned when the purpose specified is completed, or at 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 official duties by the requesting employee or any other employee of the borrowing employee's work unit.

Employee Name (Last, First Middle Initial):	Organization Code:	Office Phone Number:	Home Phone Number:
--	---------------------------	-----------------------------	---------------------------

EQUIPMENT DESCRIPTION

Equipment Name:	Model/Serial Number:	Equipment Control Number:
------------------------	-----------------------------	----------------------------------

PERIOD OF LOAN

From (Month/Day/Year):	To (Month/Day/Year):
-------------------------------	-----------------------------

LOCATION OF LOANED EQUIPMENT

Address:

OFFICIAL PURPOSE

(Including reason why official use cannot be accomplished on-site during normal or extended hours)

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 will be subject to disciplinary action and/or pecuniary liability for any loss, damage, destruction of the NASA equipment resulting from the employee's negligence, misuse, dishonesty, or wanton and willful misconduct.

EMPLOYEE ACCEPTANCE

"I assume complete responsibility for the equipment listed above and certify that it shall be used only in the conduct of official NASA business. The use and return of this equipment will comply with all stipulations contained in this agreement."

Signature of Employee:	Date:
-------------------------------	--------------

Approved - Property Custodian:	Date:
---------------------------------------	--------------

Approved - Employee Supervisor:	Date:
--	--------------

Approved - Laboratory/Office Director/Center Director (if over 360 days):	Date:
--	--------------

Concurrence - Supply and Equipment Management Officer:	Date:
---	--------------