

NASA Artifact Allocation Program

The purpose of this program is to provide a unique opportunity for authorized recipients to view NASA's Space program potential artifacts and request desired items for their science, technology, engineering and mathematics (STEM) educational outreach endeavors and displays. Please choose a link or scroll down to learn more about the process.

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What is an artifact?

Answer: NASA defines artifacts as unique objects that represent the history of the science and technology of aeronautics and astronautics. Their significance and interest stem mainly from their relation to the following: historic flights, programs, activities, or incidents; achievements or improvements in technology; our understanding of the universe; and important or well-known personalities.

Why is NASA offering artifacts for donation to schools, universities and museums?

Answer: NASA recognizes the importance the Space Program has played in our Nation's history and has always acted to preserve space program artifacts. NASA and the Smithsonian's National Air and Space Museum (NASM). Accordingly, NASA will utilize existing legislative authorities and agreements to transfer these assets to authorized recipients as appropriate. In response, and with the assistance of the General Services Administration (GSA), NASA has developed this website to provide a means for eligible organizations to screen potential artifacts from Space Shuttle and other NASA programs for receipt and display of the artifacts.

Will there be more potential artifacts offered for screening at a later date?

Answer: Yes. There are potentially thousands of items that will be available that include everything from major items such as Space Shuttle Main Engines to smaller hardware pieces that have flown in space. Potential artifacts may not be available from some systems or subsystems. Items identified as potential artifacts will be offered in posting periods as the property is turned in and information about the items is collected and formatted for screening.

What are the cost(s) involved with acquiring artifacts?

Answer: The artifacts are offered to eligible recipients for the cost of shipping and handling; there is no cost for the artifact. For organizations requesting artifacts via a State Agency for Surplus Property (SASP), the SASP may levy a fee for their services. Recipients are responsible for packaging, preparation, and transportation costs from the artifact's location to the organization's location. Some items will also require special handling fees because of unique attributes including size and weight. Items being donated through their State Agency for Surplus Property (SASP) may also incur SASP directed fees.

How do I find out transportation and shipping costs?

Answer: The information needed to determine the shipping and handling fee (e.g. shipping weight and dimensions) are obtained from the NASA Property Disposal Officer (PDO) located at the NASA Center where the artifact is located. When the artifact is allocated, a transfer order is sent to several addressees including the recipient. The transfer order will have the NASA PDO email address listed. The recipient is responsible for choosing the means for shipping and arranging the pickup and shipment of the artifact. Many items can be shipped by routine commercial delivery companies such as FedEx, UPS, USPS. The recipient may also arrange to pick up the property in person in most cases.

Am I eligible to receive an artifact?

NASA, National Air and Space Museum (NASM) and other Federal agency representatives with access to GSAXcess have access to the module and may select artifacts for programmatic reuse or for entry into the Nation's historic collection. State sponsored museums and educational facilities as well as other educational facilities with Integrated Postsecondary Education Data System (IPEDS) or National Center for Educational Statistics (NCES) registry are able to view and select property.

State sponsored museums and educational facilities can contact their State Agency for Surplus Property (SASP) to obtain access information (User ID and Password); the listing of **SASP** offices is hyperlinked on the web home page in the right hand column.

Schools, colleges and universities can find their IPEDS or NCES number by searching the Department of Education's website; the link is provided on the web home page in the right hand column. When the IPEDS or NCES number obtained, the educational organization can register in the module to receive access information (User ID and Password) by selecting the hyperlinked '**Register**' on the web home page.

How do I request an artifact?

The procedure for requesting an artifact is outlined in the following link:
http://gsaxcess.gov/htm/nasa/userguide/Artifact_Request_Procedure.pdf

Why are there two types of screening periods?

Answer: There are two screening periods: internal and external. NASA and the National Air and Space Museum (NASM) will be given the opportunity to view

and request potential artifacts during the internal screening process. Federal Agencies, eligible educational institutions and public museums will be given the opportunity to view and request potential artifacts during the external screening process. Throughout both screening periods and continuing to the item's ultimate release date, NASA will continue to screen items for programmatic reuse.

How is artifact placement determined?

Answer: NASA has created a forum (Artifact Working Group (AWG)) to review all artifact requests. The group will consider each recipient's financial ability to cover transportation and handling fees; display capability; and, other established criteria before committing any artifact to a recipient.

Are decisions final?

Answer: Yes: however, requests are subject to the needs of the NASA Space Program. This includes continued need for property to support further NASA programs such as the *Orion* program.

How do I find out if I will receive an artifact?

Answer: At the completion of each selection period and for each screening group an "Artifact Working Group (AWG)" will review the requests and make award decisions. When the awards (allocations) are made, an email message will be automatically sent to the requesting organization (Pre-Decisional Determination Letter). If the request is denied, an email message will be automatically sent to the requesting organization as well (Denial Letter).

Will I be informed if my request for an artifact was denied?

Answer: Yes. If a request is denied a *Denial* letter will be sent, via email, to the email address provided on the website.

How can I find out more information about a specific artifact?

Answer: An attempt is made to provide all pertinent information in the description for the artifact. Unfortunately, some of the artifacts are turned in without information and the program for which the program was used has closed and knowledgeable personnel either reassigned or retired.

There are limited personnel assets to respond to all questions; therefore, shipping dimensions are normally provided after allocation in response to the

recipient's email inquiry to the NASA Point of Contact whose email address is provided in the transfer order (NASA PDO).

Information on the nature of the artifact may be available online at either the NASA website (<http://www.nasa.gov/centers/hq/home/index.html>) or on the NASA Artifact website (<http://artifacts.nasa.gov/>).

What must I do to receive the artifact; complete the transfer?

Along with a pre-dispositional determination letter, a transfer order is sent as an attachment to an email to the recipient. The transfer order must be approved electronically within the module by the 'Resource Allocator', 'Approving Official' and either GSA or NASA (depending on the type of request). The directions for approving the transfer order are provided in the text of the order.

How are shipping and handling arrangements made?

Answer: The recipient is ultimately responsible for making all shipping and handling arrangements. NASA may assist with recommendations when special handling requirements are necessary.

What conditions are associated with receiving NASA artifacts?

Answer: The recipient will be required to abide by specific trade and technology restrictions. The conditions associated with acquiring an artifact are summarized in the disclosure statement at the beginning of the questionnaire portion of the module and on the homepage.

The terms and conditions of the transfer are outlined in the 'Letter of Intent' that is constructed when the request is made from the answers provided by the requester. The contents of the letter are provided in the following link: http://gsaxcess.gov/htm/nasa/userguide/NASA_LOI_Sample.doc

When must I pick up the artifact?

Answer: The recipient has 15 days to pick up the artifact once the Transfer Order has been sent. The transfer order will provide an email address for the recipient to arrange pickup.

Who is required to sign the documents associated with receiving an artifact?

Answer: The individual specified in the module as having authority to commit resources must sign the documents associated with transfer of custody and title; *Letter of Intent*, *Conditional Transfer Document*, *Export Controls Agreement*, and

the *Transfer Order*. The module will electronically pre-populate the appropriate data fields on these documents identifying the authorizing individual listed in the module questionnaire.