

Kennedy NASA Procedural Requirements

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TRANSPORTATION SUPPORT SYSTEM MANUAL

**National Aeronautics and
Space Administration**

John F. Kennedy Space Center

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Preface

P.1 PURPOSE

This Manual details the customer interface with the Transportation Support System at Kennedy Space Center (KSC). It provides procedures, responsibilities, and operating requirements for uniform performance of transportation management operations. The provisions of this Manual apply to all KSC organizational elements, to their associated contractors to the extent specified in the respective contracts, and to other NASA organizations and other Government agencies which utilize the KSC Transportation System. Activities at the KSC, Resident Office, Vandenberg Air Force Base, California, are excluded in those areas covered by exiting NASA/AIR FORCE agreements.

P.2 Applicability

This manual applies to all NASA elements under KSC jurisdiction and to associated contractors, sub-contractors, tenants, transients, principal investigators, and visitors.

P.3 Authority

- a. NPR 6000.1, "Requirements for Packaging, Handling and Transportation for Aeronautical and Space Systems, Equipment and Associated Components"
- b. NPD 6000.1, "Transportation Management"
- c. NPR 6200.1, "NASA Transportation and General Traffic Management"

P.4 References

- a. Air Force Regulation (AFM) 91 – 201 "Explosive Safety Regulations"
- b. American Railway Engineering Association (AREA) Specifications
- c. Association of American Railroads (AAR) Rules and Specifications
- d. Bureau of Explosive's Tariff No. BOE-6000
- e. Code of Federal Regulations, Titles 10, 15, 19, 41, 47, 49
- f. Export Administrative Regulations, U.S. Department of Commerce
- g. Federal Acquisition Regulations, Parts 42, 47
- h. Federal Railroad Administration (FRA) Regulations
- i. Financial Management Manual 9740.65, "Passport Requirement"
- j. Financial Management Manual 9760-51
- k. Florida Administrative Code (FAC), Chapter 10D-91, Part XX, Department of Health and Rehabilitative Services (DHRS)
- l. Interstate Commerce Act, Section 10721
- m. Passport Agents' Manual, Passport Services, January 1984
- n. Harmonized Tariff Schedules of the United States, U.S. International Trade Commission
- o. U.S. Foreign Trade Statistical Classification of Domestic and Foreign Commodities Exported from the United States, Schedule B, U.S. Department of Commerce.
- p. KNPR 1620.1, "KSC Security Manual"

- q. KNPR 1710.2, "KSC Safety Practices Manual"
- r. KNPD 1800.1, "KSC Environmental Health Program"
- s. KNPR 1840.19, "KSC Industrial Hygiene Programs"
- t. KNPR 1860.1, "KSC Ionizing Radiation Protection Program"
- u. KNPR 4000.1, "Supply and Equipment System Manual"
- v. KNPR 5310.1, "Reliability Maintainability and Quality Assurance Manual"
- w. KNPD 7900.1, "Use of Mission Management Aircraft Assigned to KSC"
- x. NPR 7900.3, "Aircraft Operations Management Manual"
- y. NPD 7900.4, "NASA Aircraft Operations Management"

P.5 Cancellation or Supersession

This document cancels and supersedes KHB 6000.1, Transportation Support System Manual.

PROCEDURES

CHAPTER 1. PROCUREMENT TRAFFIC MANAGEMENT

1.1 TRAFFIC ADVISORY SERVICES

This chapter describes the responsibilities of the Transportation Office, and outlines the operational services available.

1.2 RESPONSIBILITIES

The Traffic Management Specialist shall provide the contracting officers with advice and assistance on transportation matters as needed for solicitation and awards and for the administration, modification, and termination of contracts, including the movement of Government property to, from, and between plants of contractors and subcontractors, as provided in Part 47, Federal Acquisition Regulations. Such advice and assistance is available in several particulars, including freight rates, transportation costs, time in transit, port capabilities, transportability, preservations, packaging, packing and parts protection standards, coordination of transportation related to contract terms, and other matters relating to the movement of materials. Guidance and coordination actions

will be taken related to the terms under which procurement of supplies is to be solicited. Established transportation terms will be stated in the contract as required. Solicitations may be submitted on the basis of free on board (F.O.B.) origin and/or F.O.B. destination and will be evaluated on the basis of the overall cost to the Government.

1.3 SPECIAL PROVISIONS

- a. Movement of household goods of KSC personnel under Commercial Bill of Lading (CBL) for domestic and Government Bill of Lading (GBL) for international, and KSC contractor personnel moving on CBL under cost-reimbursement contracts are covered in Chapter 2, Sections 1 and 2 of this Manual.
- b. Internal audits of carrier vouchers related to charges assessed against CBL and GBL movements are made with the cooperation of the KSC Accounting Branch. The Office of Transportation Audits, General Services Administration, makes final audits.

1.4 PROCEDURES

- a. The Traffic Management Specialist will provide traffic management support upon receipt of request from contracting officers and buyers in accordance with Federal Acquisition Regulations, paragraph 47, 104.3. It covers application of Section 10721 of the Interstate Commerce Act and NASA policy concerning reduced transportation rates to be applied to commercial Bill of Lading (CBL) covering property moving under cost reimbursement Government contracts when the contract provides for direct reimbursement by the Government of all transportation costs.
- b. Daily telephone or personal contacts may be maintained by procurement personnel with transportation personnel to obtain freight cost evaluation, tracing, expediting, and consultant advice.

CHAPTER 2. TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS

Section 1. CIVIL SERVICE PERSONNEL

2.1.1 PURPOSE

This section outlines the procedures for transportation of household goods and personal effects for NASA civil service personnel when the transportation cost is to be at Government expense.

2.1.2 RESPONSIBILITIES

The Chief, Workforce and Diversity Management Office is responsible for authorizing travel and transportation for all NASA civil service personnel, including new hires traveling to their first duty station and those personnel with orders for a change of permanent duty station.

2.1.3 PROCEDURES

- a. Employee Services Office:
 - (1) Initiates a Request for Evaluation of Household Goods Movement (Figure 1) to Traffic Management Specialist.
 - (2) Furnishes one copy of the travel authorization to: Traffic Management Specialist
- b. Transportation Office:
 - (1) For the Movement of Employee's Household Goods:
 - (a) Counsels the employee on carrier service requirements and entitlements.
 - (b) Issues and distributes the CBL.
 - (c) Coordinates all actions between the employee and the carrier. Establishes mutually agreed pickup and delivery dates. Assists in claims action when necessary.
 - (d) Performs spot inspections of carrier pickup and delivery service performances.

SAMPLE

TO: TA-E1
FROM: BA-A
SUBJECT: Evaluation of Household Goods Movement

In accordance with FMM 9760-51, evaluation of household goods movement is requested for the following:

Employee Name	_____
For Movement From	_____
TO	_____
Approximate Move Date	_____
Maximum Weight Allowance	_____
Telephone	Office _____
	Home _____

Figure 1
Request For Evaluation Of Household Goods Movement

SECTION 2. MOVEMENT OF CONTRACTOR PERSONNEL UNDER COST-REIMBURSEMENT CONTRACTS

2.2.1 PURPOSE

This chapter describes the responsibilities and procedures involving the transportation of household goods and personal effects of contractor employees under cost-reimbursement contracts when the relocation of contractor employees is for the convenience of and at the direction of the Government, and the total transportation costs are to be reimbursed by the Government.

2.2.2 PROCEDURES

- a. The Contracting Officer:
 - (1) Assures the inclusion of contract provisions requiring the contractor to use carriers offering reduced rates under Section 10721 of the Interstate Commerce Act to move household goods and personal effects when such rates are available. Requests the contractor to contact the Traffic Management Specialist to obtain the services of carriers that provide acceptable service with the application of those reduced rates.
 - (2) Provides affected contractors with adequate instructions concerning the shipment of household goods and personal effects and includes the address of the Traffic Management Specialist, to be contacted for support and guidance.
 - (3) Inserts "Special Cost Provisions Clause (Household Goods)," Figure 2, as a provision of the contract, when relocation costs are allowable under the contract.
- b. The Traffic Management Specialist:
 - (1) Furnishes transportation advice and assistance to contracting officers and affected contractors concerning the shipment of household goods and personal effects, when terms of the contract so specify.
 - (2) Provides affected contractors with an available carrier who has reduced rates under Section 10721 of the Interstate Commerce Act, cites tariff references and outlines the statement which must be shown on carrier's Bill of Lading.

c. The Contractor:

In accordance with the "Special Cost Provision Clause (Household Goods)," informs the Traffic Management Specialist, of each personnel movement, and furnish information of any planned mass movement of personnel (10 or more families) 30 or more days in advance of movement to allow time for rate negotiations.

- (1) Utilizes one of the carriers included on the list of approved carriers maintained by Transportation Specialist.
- (2) Instructs the carrier selected regarding pickup of household goods and personal effects.
- (3) Marks the Commercial Bills of Lading (CBL) and related documents in accordance with the contract clause requirements.
- (4) Ensures CBLs and related shipping documents are annotated with a statement indicating transportation costs will be reimbursed by the Government.
- (5) Furnishes one copy of all CBLs which involve movements of household goods and personal effects to the Traffic Management Specialist.

HOUSEHOLD GOODS SHIPMENT

DOCUMENT: Cost Reimbursement Type Contracts

USE: When Relocation Costs Are To Be Allowable Under The Contract

CLAUSE: HOUSEHOLD GOODS SHIPMENTS

1. Movement of household goods and personal effects of contractor employees, when the total transportation costs are to be reimbursed by the Government, shall be made by carriers furnishing reduced rates under Section 10721 quotations of the Interstate Commerce Act, when such rates are available. The contractor will inform the Transportation Office, Kennedy Space Center, Florida, of each planned movement; and that office will provide the contractor with applicable instructions for household goods movement and such other support or guidance as requested.
2. The Contractor shall furnish the Transportation Office, Kennedy Space Center, Florida, with advanced information of any planned mass movement of personnel (10 or more families) 30 or more days prior to the start of any major re-locations in order to provide the Government with sufficient time for rate negotiation action.
3. Carrier's Bill of Lading and related shipping documents will be annotated with the following statement:

"TRANSPORTATION HEREUNDER IS FOR THE NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, AND THE ACTUAL TOTAL TRANSPORTATION CHARGES PAID TO THE CARRIER(S) BY THE CONSIGNOR OR CONSIGNEE ARE TO BE REIMBURSED BY THE GOVERNMENT, PURSUANT TO COST-REIMBURSABLE CONTRACT NO._____. THIS MAY BE CONFIRMED BY CONTACTING SUCH AGENCY AT (321)867-2975."

4. One copy of all carriers' Bill of Lading will be furnished to the Transportation Office, Kennedy Space Center, Florida, on movements of household goods and personal effects which are the result of the relocation of the contractor employees when the total transportation costs are to be reimbursed by the Government. Requests for deviations from the procedures established by this clause should be in writing and addressed to the Contracting Officer. Such requests must be made prior to the proposed move and in sufficient time for the Contracting Officer to make a decision.
5. Failure to comply with the provisions of this clause may result in the disallowance of costs, which are in excess of those, which would have resulted from utilization of reduced rates obtainable under the provision of this clause.

Figure 2
Special Cost Provisions Clause (Household Goods)

CHAPTER 3. FREIGHT TRAFFIC

SECTION 1. SHIPPING DOCUMENTATION PREPARATION AND FLOW

3.1.1 PURPOSE

This section establishes the procedures and describes responsibilities for preparing and processing shipping documentation related to movement of material under a Government Bill of Lading for international shipments, Commercial Bill of Lading for domestic shipments, or a NASA-sponsored charge account for NASA, and other KSC organizations and contractors receiving support from the Joint Base Operations Support Contract (JBOSC).

3.1.2 RESPONSIBILITIES

- a. The KSC Supply and Equipment Management Officer is responsible for approving all shipping documents prepared by KSC contractors and NASA/KSC organizations for shipment of NASA controlled property affixed with NASA property tags.
- b. The Transportation Office, is responsible for providing applicable transportation appropriation codes to the JBOSC Transportation Office for use on shipping documents.

3.1.3 PROCEDURES

- a. NASA KSC organizations and contractors requesting shipping support will prepare a KSC Form 7-248, "Request for Shipping Document" (Figure 4-1), being sure to; include all pertinent information: such as, nomenclature, part number, serial number, value, location, required date, or "routine," contract number, special handling requirements, authorizer's signature or other information relating to shipment, following instructions on back of form. A DD Form 1149, "Requisition and Invoice/Shipping Document" (Figure 4-2), may be used in place of the 7-248 with prior arrangements with the Transportation Office, JBOSC. The completed form should be affixed to the material and either delivered to JBOSC Shipping Area, Building M6-744, or arrangements made with JBOSC for pickup by calling JBOSC Shipping at 867-7998. Shipping documents for material with NASA property tags will be processed through the KSC Supply and equipment Management Officer for approval prior to releasing to JBOSC. When shipment is originating at a point other than KSC, information relating to location of material and point of contact will be reflected on the shipping documents.

- b. The Transportation Office, JBOSC, will make all outbound shipments for NASA, and other organizations and contractors who receive support from JBOSC in the timeframe required.

The JBOSC Transportation Office upon receipt of a valid shipping document will:

- (1) Arrange for pickup of material.
- (2) Pack the material for shipment.
- (3) Rate and route the shipment to satisfy requested shipping requirements.
- (4) Prepare the Bill of Lading.
- (5) Order the carrier for pickup when ready.
- (6) Complete shipping information on the shipping document.
- (7) Distribute copies of the completed shipping document.

REQUEST FOR SHIPPING DOCUMENT							
1 TO TRANSACTION 800-174		4 REQUEST TYPE (BE SHIPPED AS INDICATED)					
2 FROM 02-RSC-12		<input type="checkbox"/> COLLECT		<input type="checkbox"/> VENDOR PICK UP			
3 ATTENTION		<input checked="" type="checkbox"/> PREPAID		<input type="checkbox"/> UPS DALL TAG			
5 QUANTITY	6 DESCRIPTION (GEN PART NO, TYPE, MANUFACTURER)	7 UNIT COST	8 TOTAL COST				
1	DIGITAL WEATHER INFORMATION PROCESSING SYSTEM ELECTRONIC CHASSIS	15,000.00	15,000.00				
1	FULL RESOLUTION PROCESSOR ELECTRONIC CHASSIS	15,000.00	15,000.00				
3	PRINTED CIRCUIT BOARD NSN	500.00	500.00				
4	PRINTED CIRCUIT BOARD TYPE 1234	500.00	500.00				
5	KEYBOARD	200.00	200.00				
9 SHIP TO COUNTRY NAME COMBINE SPECIALITIES STREET ADDRESS NEEDER BLDG CITY, STATE, ZIP DCDCO, FL 32822				10 ATTENTION NAME JOSEPH BEAR MAIL CODE TELEPHONE NUMBER (917) 746-2203			
11 AUTHORITY REASON FOR SHIPMENT RETURN FOR REPAIR OR REPLACEMENT.							
12 PROPOSED DATE AT DESTINATION <input type="checkbox"/> ROUTINE OR SPECIFIC DATE 4/22/01				13 FUNDING DATA S&PH			
14 CONTRACT OR NUMBER NSA10-12345				15 PR NUMBER 8412-7603			
16 REMARKS OTHER SHIPPING INFORMATION PRINTED CIRCUIT BOARDS AND KEYBOARD ABOVE REQUIRE PACKING. "FRAGILE EQUIPMENT", "HANDLE WITH CARE"							
17 LOCATION OF MATERIAL RM, 2261 KSC HQ				18 CONTACT (NAME) J.S. ACE		19 PHONE NO 7-9876	
20 REQUESTOR'S NAME (PRINT OR TYPE) A. X. JACK		21 REQUESTOR'S SIGNATURE <i>Figure 3-1-1</i>		22 TITLE MAIL CODE PHONE NO Chief, Digital Branch ST-02P-1 7-9876		23 DATE 4/17/01	
24 AUTHORIZED NAME (PRINT OR TYPE) I. A. Authority		25 AUTHORIZER'S SIGNATURE <i>Figure 3-1-1</i>		26 TITLE MAIL CODE PHONE NO Contract Administrator DC-000-401 7-6789		27 DATE 4/17/01	
28 ROUTING INFO KSC Form 7-248							

Figure 3-1
KSC Form 7-248

REQUISITION AND INVOICE/SHIPPING DOCUMENT

DD FORM 1149, MAR 63

1. **TO:** **DDC Florida, Inc.**
Kennedy Space Center, FL 32899

2. **FROM:** **Computer Specializing**
80 Neehle Blvd.
Cocoa, FL 32922

3. **ATTENTION:** **Joseph Dear**
8111 748-3703

4. **QUANTITY:** 10/5/81

5. **DATE:** 9/30/81

6. **AMOUNT:** 4523484

7. **DESCRIPTION:** For repair replacement of 80 board.
The original board is still present.
A. T. Jack
-3489

8. **UNIT PRICE:** 895/80

9. **TOTAL:** 85237284

10. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

LINE NO.	DESCRIPTION	UNIT PRICE	QUANTITY	TOTAL	AMOUNT
1	DIGITAL RESEARCH INFORMATION PROCESSING SYSTEM ELECTRONIC CHASSIS	EA	1	15,000.00	15,000.00
2	DATA RESOLUTION PROCESSOR ELECTRONIC CHASSIS	EA	1	15,000.00	15,000.00
3	PRINTED CIRCUIT BOARD 168	EA	1	500.00	500.00
4	REWORK	EA	1	500.00	500.00
5	REWORK	EA	1	200.00	200.00

11. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

12. **DATE:** 9/30/81

13. **AMOUNT:** 4523484

14. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

15. **DATE:** 9/30/81

16. **AMOUNT:** 4523484

17. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

18. **DATE:** 9/30/81

19. **AMOUNT:** 4523484

20. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

21. **DATE:** 9/30/81

22. **AMOUNT:** 4523484

23. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

24. **DATE:** 9/30/81

25. **AMOUNT:** 4523484

26. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

27. **DATE:** 9/30/81

28. **AMOUNT:** 4523484

29. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

30. **DATE:** 9/30/81

31. **AMOUNT:** 4523484

32. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

33. **DATE:** 9/30/81

34. **AMOUNT:** 4523484

35. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

36. **DATE:** 9/30/81

37. **AMOUNT:** 4523484

38. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

39. **DATE:** 9/30/81

40. **AMOUNT:** 4523484

41. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

42. **DATE:** 9/30/81

43. **AMOUNT:** 4523484

44. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

45. **DATE:** 9/30/81

46. **AMOUNT:** 4523484

47. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

48. **DATE:** 9/30/81

49. **AMOUNT:** 4523484

50. **REMARKS:** SEE ATTACHED ORDER REQUEST NO.

Figure 3-2
DD Form DD1149

CHAPTER 3. FREIGHT TRAFFIC

SECTION 2. TRACING AND EXPEDITING REQUESTS

3.2.1. PURPOSE

This section provides procedures for requesting tracing and expediting actions involving movement of Government or contractor cargo by commercial carriers to/from KSC.

3.2.2. RESPONSIBILITY

The Transportation Office is responsible for all liaisons in tracing, locating, and expediting urgently required KSC shipments or those delayed while in transit by commercial carriers.

3.2.3. PROCEDURES

- a. All NASA, and other organizations receiving support from the Joint Base Operations Support Contract, will submit requests for tracing and expediting actions when Government or contractor cargo is involved to the Transportation Office, JBOSC, 867-3501, for appropriate action. In order to locate and trace a shipment effectively, the requester will provide the following information:
 - (1) Name of organization requesting tracer action
 - (2) Name of shipper
 - (3) Origin point
 - (4) Consignee
 - (5) Destination
 - (6) Date shipped
 - (7) Carrier (complete route if applicable)
 - (8) Bill of Lading, commercial freight bill, PRO number
 - (8) Requisition, purchase order, and contract number
 - (10) Number of pieces

- (11) Weight
 - (12) Name, office symbol, and telephone number of persons submitting request
 - (13) Other pertinent information relating to the shipment
- b. The Transportation Office (JBOSC) will initiate tracer action and apprise the requester of status.

CHAPTER 3. FREIGHT TRAFFIC

SECTION 3. ROUTING OF SHIPMENTS AND SELECTION OF MODE (COMMERCIAL CARRIERS)

3.3.1. PURPOSE

This section describes responsibilities and establishes procedures for routing outbound shipments via commercial carriers on a Government Bill of Lading for international shipments, Commercial bill, or a NASA-sponsored charge account for NASA, and organizations receiving support from the Joint Base Operations Support Contract (JBOSC).

3.3.2. RESPONSIBILITIES

- a. The KSC Transportation Officer is responsible for implementing NASA Headquarters routing instructions at the Kennedy Space Center.
- b. The Transportation Office is responsible for assuring compliance with all Federal, State, and international regulations.

3.3.3. PROCEDURES

- a. The Transportation Office, JBOSC, will make all outbound shipments for NASA, and other organizations who receive support from the JBOSC in the timeframe required.
- b. Volume Shipments: The Transportation Office, JBOSC, as soon as information becomes available, reports all shipment involving volumes of 10 carloads, 10 truckloads, or 200,000 pounds, to the Transportation Office.
- c. Standard Freight Routing: KSC organizational elements and associated contractors will indicate the desired delivery dates or

mark the "Routine" box on Item 12 of the KSC Form 7-248, "Request for Shipping Document," (Figure 3-3). When shipments originate on DD Form 1149, (Figure 3-4), the desired delivery date or "Routine" should be marked on Item 7 of the DD Form 1149, accompanying the shipment. The Transportation Office, JBOSC, personnel will evaluate the required delivery date to determine route and mode.

- d. **Special Service Responsibility:** When unreasonable or unrealistic requirements are shown, which will result in premium mode, coordination will be made with the responsible NASA project manager, equivalent organization head, or the designated contact to confirm requirement prior to movement. KSC organizational elements, and their associated contractors will justify special service on the shipping document or by telephone contact with the Transportation Office, JBOSC. Special service support includes exclusive use of vehicle, two-driver 24-hour service, temperature-controlled vans, air-ride, or other specialized equipment. Requirements for special aircraft services will be processed in accordance with Chapter 6, Section 1 of this Manual. Complete justification is needed to support expenditure of transportation funds over and above those required for normal transportation service.
- e. **Ocean Shipments:** All ocean shipments will be coordinated with the NASA Transportation Office, and must comply with all appropriate NASA and federal regulations. The Transportation Officer will maintain a register of ocean shipments by NASA and cost-reimbursable contractors. The U.S. Maritime Administration requires use of U.S. flagships or a waiver from that Administration.
- f. **NASA Property-Tagged Items:** As required by KHB 4000.1, tagged items will be cleared through NASA Supply and Equipment Office, before the KSC Form 7-248 or DD Form 1149 Shipping Document is presented to the Transportation Office, JBOSC.

REQUEST FOR SHIPPING DOCUMENT

1 TO FROM (FROM ORIGINATOR) OC-00-174		2 REQUESTING AGENCY (SUPPLY BRANCH) OC-00-174	
3 FROM US-ABC-12		<input type="checkbox"/> CANCELED	<input type="checkbox"/> RETURNED TO SENDER
4 ADDRESS		<input checked="" type="checkbox"/> PROPOSED	<input type="checkbox"/> UPS GATE 1474

5 QUANTITY	6 DESCRIPTION (PART NO., PART NO., TYPE, MANUFACTURER)	7 UNIT COST	8 TOTAL COST
1	DIGITAL WEATHER INFORMATION PROCESSING SYSTEM ELECTRONIC CHASSIS	15,000.00	15,000.00
2	FULL RESOLUTION PROCESSOR ELECTRONIC CHASSIS	15,000.00	15,000.00
3	PRINTED CIRCUIT BOARD MIM	500.00	500.00
4	PRINTED CIRCUIT BOARD TYPE 1234	500.00	500.00
5	KEYBOARD	300.00	300.00

9 TO COMPANY NAME COMPUTER SPECIALITIES STREET ADDRESS 10 NEEDLE BLVD. (AND POST OFFICE BOX) CITY, STATE, ZIP DOCOA, FL 32922	10 ATTENTION JOSEPH DEAN NAME MAIL CODE TELEPHONE NUMBER (912) 745-3283
---	--

11 AUTHORITY (REASON FOR SHIPMENT) **FOR REPAIR OR REPLACEMENT.**

12 REQUIRED DATE OF DELIVERY <input type="checkbox"/> FORMAL OR SPECIFIC DATE 4/12/79 13 (OPTIONAL) BUY NUMBER NSIC-12345	14 PAYMENT DATA RFPM 15 PAYMENT NUMBER 8412-7603
--	---

16 (OTHER SHIPPER INFORMATION)
PRINTED CIRCUIT BOARDS AND KEYBOARD ABOVE REQUIRE PACKING.
"FRAGILE EQUIPMENT", "HANDLE WITH CARE"

17 ADDRESS OF CONTRACTOR RM. 3261 KSC HQ	18 CONTRACT NUMBER J. K. NCC	19 PARTIAL NO. 7-9876	
20 REQUESTOR'S NAME (PRINT OR TYPE) A. K. JACK	21 REQUESTOR'S SIGNATURE	22 TITLE, MAIL CODE, PHONE NO. Chief, Digital Branch ST-OVP-1 7-9876	23 DATE 4/17/79
24 AUTHORIZED'S NAME (PRINT OR TYPE) I. A. Authority	25 AUTHORIZED'S SIGNATURE	26 TITLE, MAIL CODE, PHONE NO. Contract Administrator OC-OCO-401 7-6789	27 DATE 4/17/79

28 DO NOT WRITE IN THESE SPACES

Figure 3-3-1
KSC Form 7-248

Figure 3-3
KSC Form 7-248

CHAPTER 3. FREIGHT TRAFFIC

SECTION 4. RAIL FREIGHT SHIPMENTS

3.4.1. PURPOSE

This section establishes procedures for rail freight shipments to or from KSC and assuring maximum protection of personnel and equipment from hazardous material shipments.

3.4.2. GENERAL

The KSC railroad is available for all railroad freight shipments to or from KSC and Cape Canaveral Air Force Station (CCAFS) for all agencies and contractors, including construction contractors. Use of railroad freight is appropriate and encouraged in all instances when financial savings will accrue to the Government, when rail is the best choice due to the size and or weight, when public safety will be enhanced compared to other modes, when wear and tear on KSC roads and bridges will be reduced, or for other reasons beneficial to the Government.

In some cases, the KSC railroad will be able to provide specialized railcars to facilitate shipments when one or more benefits accrue to the Government.

3.4.3. DEFINITIONS

- a. Hazardous Materials: Explosives, propellants, oxidizers, ordnance, toxic substances, and other articles called out in Bureau of Explosives' Tariff No. BOE-6000.
- b. Suspect Car: Tank cars containing or suspected of containing hazardous materials and which are leaking or suspected of leaking.
- c. Suspect Car Siding: An isolated rail siding where railcars containing questionable or hazardous materials may be inspected in detail to eliminate hazards.

3.4.4. RESPONSIBILITIES

- a. The Transportation Office is responsible for assuring compliance with all regulations and instructions governing the safe transportation of hazardous materials.
- b. The Railroad Manager is responsible for assuring the KSC railroad provides responsive operational support, proper maintenance of

equipment and trackage, and other related services.

- c. The Chief, Propellants Consumable Management Staff will:
- (1) Prepare all checklists required to conduct safety inspections to materials.
 - (2) Inspect the contents of all shipments of hazardous materials, except solid rocket motor segments, upon arrival at the authorized unloading area to determine hazards and to detect any unauthorized or suspicious articles.
 - (3) Coordinate with Spaceport Services to minimize hazards and to provide appropriate protection to personnel and equipment.
 - (4) Notify the JBOSC Transportation Management Branch to move empty, full, rejected or suspect railcars to desired location.
 - (5) Complete KSC Form 7-60, In-checkers Discrepancy Statement, when damaged lading has been detected.
 - (6) Unload accepted shipments and notify JBOSC Freight Traffic when railcars are empty and ready for return to the Florida East Coast Railway.
 - (7) Install safety placards, lights, and markers, and assure the handbrakes are set and chocks are in place during unloading.
- d. The Chief, Institutional Safety and Quality Branch, will provide any required assistance relating to normal operations while the hazardous materials shipment is on the Center:
- (1) Review and approve safety procedures for rail operations and inspection of hazardous materials shipments arriving at KSC as appropriate.
 - (2) Conduct spot inspections to ensure compliance with policies and procedures.
 - (3) Investigate accidents and or unusual occurrences related to rail operations and inspection of hazardous materials on KSC.

- (4) Inform NASA and KSC contractors of safety requirements for rail operations involving hazardous materials at KSC.
- e. The Chief, Occupational Health and the Chief, Environmental Programs Branch will provide appropriate medical and/or environmental health engineering assistance while the hazardous material shipment is at KSC.

3.4.5. PROCEDURES:

- a. Requests for movement of railcars on KSC by KSC locomotive, including incoming shipments, should be directed to the JBOSC Duty Office requesting railcar movement during the hours of 7:00 a.m. to 3:30 p.m. Eastern Time. Requests must include car number(s) locations from and to, date of requested move, and commodity in the car(s); the latter is mandatory for hazardous materials.
- b. Request for information about the KSC railroad shipments by rail, specialized railcars, negotiation of special Government rate quotations, and any related topic should be directed to the KSC Railroad Manager (NASA), (321) 867-9947.
- c. As a general rule, each shipping activity is responsible for its own bill(s) of lading and/or other documentation with the commercial railroad(s), locally, the Florida East Coast Railway Co.'s agent, (321) 636-2131. NASA and designated contractors will be supported by JBOSC Freight Traffic, (321) 867-3501. Likewise, each shipping or receiving activity is responsible for (if required) the tie-down of outbound shipments and/or cleaning the deck or interior of general-purpose railroad-owned cars which have delivered shipments.
- d. Official release of outbound railcars, whether loaded or empty, to the Florida East Coast (FEC) Railway will be accomplished by the KSC railroad at the time the cars are physically delivered to the interchange tracks in Jay-Jay Yard.
- e. The KSC railroad train crew will perform a quick visual inspection of inbound cars at Jay-Jay Yard to look for any obvious damage or defects; consignees will be notified, and/or the car will be left at Jay-Jay Yard pending an inspection jointly with FEC personnel. Detailed inspection for damage or defects is the responsibility of the consignee.

- f. Hazardous materials shipments require special procedures as follows:
- (1) Department of Transportation (DOT) regulations governing the safe transportation of explosives and other hazardous materials are binding upon all shippers and all common, contract, and private carriers which transport explosives or otherwise hazardous materials in interstate commerce. The State authorities regulate intrastate traffic.
 - (2) Except as otherwise provided, requirements for transportation services which exceed the statutory or regulatory provisions will be forwarded by the KSC Transportation Officer to NASA Headquarters, Transportation Manager, Code JLG, for review and appropriate action.
 - (3) Tank cars containing hazardous material which have defects in the tank, outlets, etc., discovered after delivery to KSC may be removed to the Suspect Car Siding located 1/2 mile south of Wilson Junction, west of the Kennedy Parkway, and north of the VAB. Such situations must be handled on a real-time basis with KSC Safety and are dependent on space available, inasmuch as this siding is routinely used for storage of loaded RSRM railcars; other hazardous materials are prohibited when RSRM segments are present.
 - (4) NASA/Air Force (AF) Management & Aircraft Ops Office will be informed of any deficiencies on rail car shipments of explosives, propellants, or hazardous materials for CCAFS.

The Chief, NASA/ Air Force (AF) Management & Aircraft Ops Officer will advise the Range Safety Staff, as appropriate.
 - (5) Consignees will:
 - (a) Notify the Security and Fire Offices and Safety Operations upon arrival of hazardous materials.
 - (b) Inspect inbound railcars containing shipments of hazardous material after placement.
 - (6) During all phases of operations involving handling and inspection of hazardous materials, the following conditions will apply:

- (a) Only those personnel properly trained to handle the respective hazardous materials and who are essential to the operations being performed will be allowed in the area.
- (b) Smoking will be limited to designated areas.
- (c) Personnel in the area should be aware of commodities being transported and will be familiar with the location and operation of the fire alarm system, the 911 emergency notification system, and emergency escape routes.

CHAPTER 3. FREIGHT TRAFFIC

SECTION 5. TERMINAL FACILITIES INFORMATION GUIDE

3.5.1. GENERAL

Name: NASA John F. Kennedy Space Center

Post Office: Kennedy Space Center, Florida, 32899
Class I

Location: The main entrance is located on U.S. Highway 1, six highway miles south of the center of Titusville, Florida, and one air mile south of its corporate limits.

Transportation Personnel:

TRANSPORTATION OFFICER

Ms. Lesley Carroll
FAX 321-867-1458
Traffic Management Specialist
AC 321-867-2975

FREIGHT TRAFFIC/PROCUREMENT TRAFFIC/HOUSEHOLD GOODS TRAFFIC

Ms. Marlene Satterthwaite
FAX 321-867-1458
Traffic Management Specialist
AC 321-867-1405

PAYLOAD TRANSPORTATION/SPECIAL AIR OPERATIONS/HAZARDOUS
MATERIALS TRANSPORTATION

Ms. Lesley Carroll

Traffic Management Specialist
AC 321-867-2975

MOTOR VEHICLES OPERATIONS

Ms. Janet Keith

Traffic Management Specialist
AC 321-867-3420

BANK OF AMERICA ALTERNATE KSC PROGRAM
COORDINATOR/PASSPORT AGENT

Ms. Barbra Bronsberg

Traffic Management Specialist
AC 321-867-2860

BANK OF AMERICA LEAD, KSC PROGRAM
COORDINATOR/PASSPORT AGENT

Ms. Ann Nelson

Transportation Assistant
AC 321-867-2860

RAILROAD MANAGER

Mr. Klaus A. Staefe

Traffic Management Specialist
AC 321-867-9947

3.5.2. CONSIGNMENT INSTRUCTIONS

Kennedy Space Center is served by three prime contractors. The Space Flight Operations Contractor is responsible for transportation directly related to Shuttle operations. The Joint Base Operations Support Contract is responsible for KSC base activities and provides support to other NASA Centers as required. The Payload Ground Operations Contractor is responsible for processing payloads and Space Station hardware.

NAME	LOCATION	PHONE NUMBER
SPACE FLIGHT OPERATIONS CONTRACTOR		
Manager, Transportation Branch	K6-1547	321 861-5268

United Space Alliance	USK-018	FAX 867-7677
Traffic Section		321 861-5336

JOINT BASE OPERATIONS SUPPORT CONTRACT

Manager, Transportation Office	M6-744	321 867-2383
Space Gateway Support	SGS 63	FAX 867-1760
Traffic Section		321 867-3501

PAYLOAD GROUND OPERATIONS CONTRACTOR

Manager, Transportation Branch	M6-698	321 867-1963
The Boeing Company	T-932	FAX 867-1837
Traffic Section		321 867-3010

Consign all Shuttle support shipments to:

Shuttle Transportation Manager, NASA
LC-39 Logistics Facility, Bldg. K6-1547
Kennedy Space Center, FL 32899

MARK FOR: NAS9-2000

Consign all base support shipment to:

Transportation Officer, NASA
JBOSC Warehouse, M6-744
Kennedy Space Center, FL 32899

MARK FOR: NAS10-99001

Consign all Shuttle payload shipments and Space Station hardware to:

PGOC Transportation Manager, NASA
PGOC Warehouse, Bldg. M6-698
Kennedy Space Center, FL 32899

MARK FOR: Contract NAS10-11400

Special marks or ultimate consignee information should be shown under "Marked For" column or designation. All Kennedy Space Center contracts and procurement documents will include the following "Marked For" information:

MARK FOR: KSC Property and Supply Officer
Contract Number and Requisition Number

(Special Marks or Ultimate Consignee)

SPECIAL NOTES:

Tracing or expediting of shipments will be accomplished by contacting the applicable contractor traffic office.

Inbound international shipments consigned to NASA should be addressed to "Transportation Officer, NASA, c/o U.S. Customs Officer, Port Canaveral, FL" at the applicable contractor address.

3.5.3 SHIPPING AND RECEIVING FACILITIES

- a. Air: The Melbourne International Airport at Melbourne, Florida, is approximately 42 miles distant. Orlando International Airport, Orlando, Florida, is approximately 55 miles distant. Pickup and delivery of airfreight shipments are made by ACI Carriers. Patrick Air Force Base, Florida, is approximately 28 miles distant and is served by irregularly scheduled carriers.
- b. Special Air: Charter aircraft (DoD/Civilian) may use Space Coast Regional Airport or Patrick Air Force Base after compliance with AFB 55-20. Charter aircraft may also use the Skid Strip at CCAFS or the KSC Shuttle Landing Facility with 24 hours prior arrangement and approval, arranged by calling (321) 867-2975.
- c. Bus: Depots at Cocoa and Titusville, and Florida, are approximately 20 and approximately 19 miles distant, respectively.
- d. Express Freight: The Center is served by Federal Express and United Parcel Service through their Rockledge, Florida, terminals.
- e. Rail: Government trackage connects with the Florida East Coast Railway Company (FEC) at Jay-Jay, 3 miles north of Titusville (see Appendix A). NASA locomotives provide Service. Facilities are available for loading and unloading piggyback cars. Bi-level and/or tri-level railcars of motor vehicles can be loaded or unloaded by prior arrangement with the KSC Transportation Office, (321) 867-9947/2860. A large stabilized area is available for loading or unloading heavy objects by mobile crane(s). Side and end ramps are available. The nearest passenger station is located in Orlando, Florida, approximately 55 miles distant, and is served by Amtrak.
- f. Truck: Truck shipments are normally accepted from 7 a.m. to 3 p.m., Monday through Friday. Emergency truck shipments can be received after these hours with prior coordination.

g. Water:

- (1) Ocean Facilities: Docks are available at Port Canaveral, Florida, adjacent to CCAFS.
 - (a) A commercial dock, 1060 feet long with a depth of 33 feet is available at Port Canaveral.
 - (b) Government dock facilities are:
 1. U.S. Army Dock (Military Traffic Management Command), CCAFS, is located on the north side of Port Canaveral. The dock is 325 feet long with a water depth of 16 feet. Heavy lift capacity is 100 tons using a mobile dockside crane.
 2. U.S. Navy Docks, Port Canaveral, is 1200 feet long with a water depth of 33 feet. Lifting is accomplished with 2 cranes, 45-ton and 25-ton capabilities.
 3. U.S. Navy Trident Basin and Wharf, Port Canaveral, is 1200 feet long with a water depth of 40 feet. Heavy lift capacity is with a 120 ton traveling crane (available on a non-interference with Navy operations basis).

(2) Kennedy Space Center, VAB Marine Terminal Facility:

This marine terminal is a Roll-on/Roll-off facility consisting of an access canal with a water depth of 12 feet, a barge slip to off-load external tanks and other heavy or oversized equipment, 1500 feet of dock and a turning basin. Heavy lift capacity is 50 tons or greater, depending upon boom angle. This dock is accessible via the Inland Waterway and Port Canaveral locks through the Banana River.

(3) Cape Canaveral Air Force Station Docking Facilities:

This facility consists of an access canal with a water depth of 12 feet and a dock that is 281.8 feet overall with a slip 25 feet wide and 50 feet long. Heavy lift capacity is 50 tons. This dock is accessible via the Inland Waterway and Port Canaveral locks through the Banana River. This facility is

primarily used for the docking the Solid Rocket Booster retrieval vessels; however, for other use, prior arrangements must be made with USA Marine Operations at (321) 853-7587/4032.

- h. Heavy Lift: Activity lift capacity is 300 tons.
- i. Bulk Liquids and Gases:
 - (1) Gasoline and diesel fuel - shipments of gasoline and diesel fuel may be received by motor and rail carriers.
 - (2) Liquid and gaseous propellants -shipments of liquid and gaseous propellants may be received as follows:
 - (a) Liquid hydrogen, oxygen, and nitrogen motor deliveries will be made directly to Fuel Storage Area #1 or to Propellants North Area for storage or further distribution. Liquid hydrogen may also be delivered by rail to Shuttle Launch Pads A and B only.
 - (b) Gaseous helium rail deliveries will be made to KSC rail facilities.
 - (c) Hypergols (nitrogen tetroxide, A-50, and MMH) rail deliveries will be made to Titan III Interchange, CCAFS, via the KSC railroad.
 - (d) Hypergols (nitrogen tetroxide, A-50, and MMH) hypergol scrubber solutions, JP-5, and Bureau of Mines GHe K-bottles (Eastern Test Range and down-range support only) motor deliveries will be made directly to Fuel Storage Area #1, CCAFS.
 - (e) Hydrochloric acid, sodium hydroxide, and diesel fuel #1 will be made directly to the KSC Propellant Operating Area, Building K7-416.
- j. Containerized Cargo: Facilities are available to receive/ship-containerized cargo by rail, motor, or water.
- k. Ammunition and Explosives: Facilities are available for receipt and storage of ammunition and explosives. The office responsible for issuing bills of lading should obtain clearance from the KSC

Logistics Services, (321) 867-2975, 24 hours prior to shipment.

- I. Report of Shipment (REPSHIP): Report shipment is required for all classified material, liquid and gaseous propellants, explosives, oversize, overweight, or exclusive use shipments which are shipped by any mode of transport, including chartered/Government aircraft. Request REPSHIP be forwarded by electrical means, Attention: Supply, Equipment, Transportation & Center Support Branch, or by telecon, (321) 867-2975.

3.5.4. FREIGHT DESTINATION TO BE SHOWN ON BILLS OF LADING:

(See Sections 1 and 2 for appropriate consignee address.)

Kennedy Space Center, FL 32899

EXCEPTIONS:

Chartered Air Service:

Space Coast Regional Airport
Titusville, FL
Patrick Air Force Base, FL
Cape Canaveral Air Station, FL
Kennedy Space Center, FL

Water:

Ocean Vessel - Port Canaveral, FL

Barge - Cape Canaveral Air Station, FL
Kennedy Space Center, FL VAB Marine
Terminal

3.5.5. PASSENGER DESTINATION TO BE SHOWN ON TRANSPORTATION REQUESTS:

Rail: Scheduled service - Orlando, FL

Bus: Scheduled service - Cocoa or Titusville, FL
Charter service - Kennedy Space Center, FL

Air: Scheduled service - Melbourne or Orlando, FL

Miscellaneous Note: Limousine services are available from Melbourne and Orlando Airports to Titusville, Cocoa, and Cocoa Beach on a cash

fare basis. Origin Transportation Offices may arrange for user-driver GSA vehicles to and from Orlando International Airport through the Kennedy Space Center Passenger Travel Office, (321) 867-4947, when such services is desired. Travelers must have in their possession a copy of their travel orders authorizing the use of a GSA vehicle, if such service is required, and which also has the BOAC charge number. GSA vehicles are also dispatched at KSC for local use.

APPROVED:

Lesley Carroll
NASA Transportation Officer

CHAPTER 3. FREIGHT TRAFFIC

SECTION 6. U.S. CUSTOMS CLEARANCES

3.6.1. PURPOSE

This section describes responsibilities and establishes instructions for preparing the necessary U.S. Customs Clearance documentation for KSC-sponsored freight received from or shipped to foreign countries.

3.6.2. GENERAL

U.S. Customs documentation is required to export material to foreign-based NASA tracking stations and other foreign destinations. U.S. Customs documentation is required on all import material from NASA tracking stations and other foreign locations including NASA or contractors procured material.

3.6.3. RESPONSIBILITIES

- a. The KSC Transportation Officer is responsible for procuring, preparing, and distributing all U.S. Customs clearance documentation and the prompt disposition of all shipments received from or shipped to foreign countries.
- b. The Traffic Management Specialist, is the KSC official authorized to certify material imported under Public Law 97-446, and for ensuring all Customs documentation and reports are property prepared in accordance with established NASA and U.S. Customs procedures and regulations including Code of Federal Regulations Titles 15 and 19.

- c. Project Managers are responsible for identifying KSC-sponsored material received from or shipped to foreign countries.

3.6.4. PROCEDURES

- a. The Project Managers will notify the Contractor's Customs Representatives, in writing, of material requiring customs clearance and will provide the following information regarding material that is to be shipped between the U.S.A and any foreign country.
 - (1) Address of origin and destination, including organization name, address, city, and country.
 - (2) Project Identification.
 - (3) General description of the item involved, e.g., tapes, training aids, ground support equipment, etc.
 - (4) Acquisition cost.
 - (5) Long-range status of material; e.g., to be expended, incorporated in other fabrication, repaired and returned, etc.
 - (6) Item end use or capability.
- b. The NASA Transportation Office:
 - (1) Reviews all documentation prepared by the Contractor's Customs Representatives to assure proper classification of commodities, support documents, reference and adherence to Customs regulations.
 - (2) Assures U.S. Customs Office at Port Canaveral provides customs, agricultural, and immigration clearance as required for charter aircraft sites.
- c. The Contractor's Customs Representatives:
 - (1) Maintain current regulations issued by the Department of Commerce and U.S. Customs Service required for classification of commodities for import/export shipments. They maintain special authorization from the State Department which includes waivers to regulations, and authorizes Duty-Free Entry for Special Projects.

- (2) Initiate the necessary supporting documentation for import and export shipments received from or shipped to foreign countries.
 - (3) Deliver documentation to U.S. Bureau of Customs Office and arrange for the pickup of cleared inbound cargo at the Customs Office.(4) Take action to effect delivery to the ultimate consignee/user upon completion of U.S. Customs clearance.
- d. The Contractor's Customs Representatives prepare documentation and reports in accordance with established procedures and Customs regulations for NASA, as specified in their respective contracts.

CHAPTER 3. FREIGHT TRAFFIC

SECTION 7. GOVERNMENT BILLS OF LADING ACCOUNTABILITY REGISTER

3.7.1. PURPOSE

This section establishes the procedures for maintaining a Government Bills of Lading (GBL) Accountability Register, as an auditable for issue or in the custody of the Kennedy Space Center Support Services.

3.7.2. PROCEDURES

- a. The Transportation Office, will:
- (1) Procure all GBLs for use by Kennedy Space Center contractors on and off Center.
 - (2) Ensure all blank GBLs are stored in a locked cabinet or storage area at all times when not in use.
- b. The Transportation Office, JBOSC, and other contractors on and off Kennedy Space Center will:
- (1) Ensure all GBLs issued are recorded in a Government Bills of Lading Accountability Register.
 - (2) Ensure all GBLs issued to other NASA Centers, off-Center contractors or vendors are so annotated in the Accountability Register. Enclose a copy of "Instructions for

Completion and Distribution of Government Bills of Lading”
(Figure 3-7-1), with each GBL issued to vendors or shippers.

INSTRUCTIONS FOR COMPLETION AND DISTRIBUTION

OF

GOVERNMENT BILLS OF LADING

ACTION BY SHIPPER

1. Please complete the enclosed Government Bill(s) of Lading by entering the information shown opposite the circled letter(s).
 - a. TRANSPORTATION COMPANY TENDERED TO: Show the full name of the airline or ship.
 - b. VIA: Show complete routing in this block, if applicable, otherwise, show name of initial carrier.
 - c. SEAL NUMBERS: Show completed seal numbers, if applicable.
 - d. PACKAGES - NUMBER AND KIND: the number and kind (such as box, barrel, drum) of packages or containers for each different kind of article should be shown opposite the related description of articles.
 - e. DESCRIPTIONS: When the description block is not completed, the shipper must provide a description of the material being shipped in the language of current National Motor Freight Classification or Uniform Freight Classification, or any special tariff references. When this information is not available to the shipper, then a clear physical description of the material should be shown.
 - f. WEIGHT:
 - (1) Weight should be identified as either actual, estimated, or agreed.
 - (2) Estimated Weight: When reliable weight cannot be determined before shipment, estimated weight will be shown and bill of lading will be annotated “estimated weight; weigh and correct.”

- (3) When shipments require bracing, blocking, or strapping, the weight will be shown separately on Government Bill of Lading.
 - (4) Listing of weight on Government Bill of Lading: opposite the description of articles and number of packages, show separately the aggregate weight (in pounds) of the total number of each different kind of article.
 - (5) When continuation sheets are required, the weights of separate packages should be totaled and the total weight of all packages should be shown on the original Bill of Lading.
- g. CUBIC MEASUREMENTS: Show dimensions of unusually large pieces of oversize loads.
 - h. When carrier furnished pickup service, so indicate by placing X in the square applicable.
 - i. Insert name of Transportation Company making pickup, date of receipt, and signature of agent in applicable blocks.
 - j. State value for customs purposes

2. GOVERNMENT BILL OF LADING FORM DISTRIBUTION

- a. Originating Carrier
 - (1) Original Form 1103 (white).
 - (2) Shipment Order Form 1104 (pink).
 - (3) Freight Waybill Original Form 1105 (white).
 - (4) Freight Waybill Carrier Copy Form 1106 (white).
- b. Shipper retains memo copy Form 1103A (yellow).
- c. Mail Memorandum Consignee's Copy Form 1103B (blue) and remaining memo copies (yellow) to:

NASA JOHN F. KENNEDY SPACE CENTER
 SUPPLY, EQUIPMENT TRANSPORTATION CENTER
 SERVICES OFFICE
 KENNEDY SPACE CENTER, FLORIDA 32899

3. SPECIAL INSTRUCTION

- a. Contact the Transportation Office, NASA, Kennedy Space Center, Florida, telephone (321) 867-2975, if any doubt regarding use of this form should arise.

CHAPTER 3. FREIGHT TRAFFIC

SECTION 8. TRANSPORTATION, RECEIPT, AND SHIPMENT OF RADIOACTIVE MATERIAL

3.8.1. PURPOSE

This section describes responsibilities and establishes the procedures for transportation, receipt, and shipment of radioactive material at the Kennedy Space Center (KSC), and for NASA organization elements on Cape Canaveral Air Force Station (CCAFS) and the NASA KSC Vandenberg operations. This section does not apply to components or experiments onboard spacecraft and radioactive power sources for spacecraft (i.e., RTGs).

3.8.2. RESPONSIBILITIES

- a. The Transportation Officer is responsible for ensuring compliance with all applicable Federal, State, and Center safety, health, and security rules and regulations regarding the transportation and processing of radioactive material.
- b. The Chief, Protective Services Office, is responsible for providing security support of radioactive material as required/requested.
- c. The Radiation Protection Officer (RPO), telephone 867-6958, is responsible for providing a list of personnel who are authorized to sign shipping documents and to certify articles are properly classified, described, packaged, marked, and labeled in accordance with applicable regulations. The RPO also approves procurement requests for radioactive materials and approves contractor organization procedures relating to receipt/shipment of radioactive materials.
- d. Organizations having duties involving the receipt/shipment of radioactive materials will develop specific procedures for processing inbound/outbound radioactive materials and coordinate those procedures with KSC RPO for approval prior to implementation.
- e. The JBOSC Health Physics Office (HPO), who will report any anomalies to the KSC RPO, monitors inbound and outbound shipments containing radioactive materials for compliance with existing regulations to include the following tasks:

- (1) Verify external package radiation levels.
- (2) Perform contamination wipes of radioactive materials package.
- (3) Review shipping and certification documents to ensure regulatory compliance.
- (4) Perform vehicle survey (if applicable).
- (5) Inspect package labeling for regulatory compliance.
- (6) Provide disposition instructions to consignee's Receiving Section upon notification of vehicle arrival and type of cargo.
- (7) Complete appropriate sections of accountability/transportation documents for each receipt/shipment of material, as required.
- (8) Provide emergency response in cases of accidents/incidents involving radioactive materials.

f. Consignee/Receiver

- (1) Consignee JBOSC contractor:
 - (a) Ensures approval by the KSC RPO for all operational procedures/procedure changes relating to the receipt/shipment of radioactive material prior to implementation of those procedures.
 - (b) Ensures approval by the KSC RPO for radioactive material with the JBOSC HPO.
 - (c) Coordinates all inbound/outbound shipments radioactive material with the JBOSC HPO.
 - (d) Coordinates the pickup and delivery of radioactive material with the KSC user in accordance with JBOSC HPO disposition instructions.
 - (e) Completes appropriate sections of accountability/transportation documents for each receipt/shipment of material as required.
- (2) Consignor/Shipper:

- (a) Ensures proper packing/crating of all outbound shipments of radioactive material in accordance with Title 49 CFR, parts 100-177 and Title 10, CFR, part 71.
- (b) (Maintains on file current copies of appropriate shipping certification documents for outbound containers.
- (c) Coordinates all outbound shipments of radioactive materials with the JBOSC contractor and the JBOSC HPO.
- (d) Ensures all outbound shipments of radioactive materials delivered to JBOSC contractor are accompanied by the required shipping and certification documents.
- (e) Completes appropriate accountability/ transportation documentation for each receipt/shipment of material as required.

3.8.3. GENERAL

a. Procurement of Radioactive Materials

- (1) Organizations procuring radioactive materials (RAM) destined for KSC/CCAFS shall obtain prior approval from the KSC RPO before submitting purchase orders to a vendor.
- (2) All radioactive material Purchase Requests will incorporate a statement requiring the supplier to notify the procuring organization's contractor Logistics Section and the JBOSC HPO of the estimated time of arrival (ETA) for inbound shipments. The notification shall be made prior to or at the time of the radioactive material's departure from the supplier's plant and at least 24 hours in advance of arrival at KSC.

b. Receipt of Radioactive Material Shipments

- (1) All inbound surface transportation vehicles delivering cargoes of radioactive material to a NASA or NASA contractor organization at KSC or CCAFS will report directly to the procuring organization's Receiving Area and declare the type(s) of materials and quantities upon arrival.

This will be required regardless of the transportation

vehicle's loaded capacity or destination, i.e., KSC or CCAFS, unless prior authorizations have been provided by the KSC RPO or the JBOSC HPO to redirect the shipment to other facilities.

- (2) If immediate delivery/pickup of the material cannot be effected, the radioactive shipment will be placed in the designated Receiving Security Hold Area and radiation warning signs posted in accordance with Title 10, CFR, part 20, "Standards of Protection Against Radiation," and FAC, Chapter 10D-91.
 - (3) The LC-39 Center Support Area manager will ensure notification of the procuring organization's Receiving Section and the JBOSC Health Physics Office if a shipment of radioactive material arrives at the Shuttle Landing Facility (SLF).
 - (4) The cognizant NASA or contractor organization personnel attending arrival of aircraft at the SLF, Skid Strip, or the Space Coast Regional Airport will notify the procuring organization's Receiving Section and the JBOSC HPO of the arrival of radioactive materials packages.
- c. Inspection of Radioactive Material Packages
- 1) Vehicles transporting inbound RAM packages will be detained at the receiving area until disposition instructions have been provided by the JBOSC HPO.
 - 2) Inbound or outbound shipments of radioactive materials will be inspected by the HPO at the prearranged receiving or shipping site in accordance with disposition instructions provided by the JBOSC HPO.
 - 3) Outbound shipments of large quantities of radioactive materials as defined by FAC, Chapter 64E-5 may require advance notification to the State of Florida. The JBOSC HPO will review the criteria relative to the amount of radioactive material to be shipped to determine if advance notification is required.
 - 4) The shipping document(s) accompanying inbound/outbound RAM packages must include certain information as described by 49 CFR 172.202. A shipper's certification statement as described by 49 CFR 172.204 is also required.

- 5) All vehicles transporting radioactive materials on KSC/CCAFS will exhibit proper placards in accordance with department of Transportation (DOT) regulations.

d. Forms

Attachment "A" contains completed examples of forms required for radioactive material transportation/accountability at KSC. Areas on forms to be completed by different organizations are identified by marginal notation.

3.8.4. PROCEDURES

The following procedures outline the minimum steps in processing of an inbound or an outbound radioactive material package. Organization-specific procedures should include the following steps in addition to more detailed organization-specific information regarding specific task responsibilities.

a. Inbound Radioactive Material Package

- (1) The Customer/User will initiate a Purchase Request (PR), KSC Form 7-49, for radioactive materials.
- (2) The contractor will maintain on file all PRs approved by the KSC RPO for that organization. When informed by a supplier of a shipment ETA (at least 24 hours in advance), the contractor will check the notification information against the appropriate PR for correctness and notify the JBOSC HPO and the Customer/User of the inbound shipment ETA.
- (3) Upon vehicle arrival at the consignee Receiving Area, the receiving personnel will notify the JBOSC HPO as to the information described by the RAM package shipping documents and receive disposition instructions.
- (4) Receiving Section personnel will provide Kennedy Inventory Management System (KIMS) generated receipt documents and pre-stamp all copies of the KIMS Generated Form Freight Chit/Document Number Entry.
- (5) The driver and vehicle must be detained until a vehicle survey has been performed by the JBOSC HPO for any radioactive material packages bearing RADIOACTIVE YELLOW III" label. The JBOSC HPO will perform vehicle/package surveys prior to off-loading of the RAM

package.

- (6) The Receiving in-checker will sign the carrier's delivery receipt and perform other in-checking functions as required per internal procedure.
- (7) The Consignee Customer/User will prepare KSC Form 28-45, "Radioactive Material Transfer Receipt," Section I, in a timely manner following receipt of material and forward to the HPO. The JBOSC HPO will complete Section II of the KSC Form 28-45 and distribute as described on the back of the form.
- (8) The JBOSC HOP will complete KSC Form "Radioactive Material Receipt and Package Opening Record" during receipt and package opening by the Consignee Customer/User. Distribution will be to the Consignee Customer/User and the JBOSC HPO, at a minimum.

b. Outbound Radioactive Material Package

- (1) The Customer/User will prepare the following forms and forward to the Material/Logistics section:

DD-1149, "Requisition & Invoice Shipping Document,"
Blocks 1 thru 9, and columns "a" through "i."
- (2) The Customer/User will coordinate with the JBOSC HPO for a package survey prior to delivery of the package to the Materiel/Logistics Section and user also completes KSC Form 28-45, Section I, Parts A, B, C (2) and D (2).
- (3) The JBOSC HPO representative will complete the applicable sections of KSC Form 7-526 following package survey and inspection and verify that the package has been properly labeled, marked, and described, and is in proper condition for transportation.
- (4) The Customer/User will contact Transportation and coordinate a time for delivery of the radioactive material package to the shipping dock.
- (5) The Transportation Office will notify the JBOSC HPO of the radioactive material package arrival at the shipping dock.

- (6) The Transportation Office will complete the following forms when the radioactive material package is delivered:
- (a) DD 1149, receive, date, stamp, and Complete block 18, and return one copy to Customer/User.
 - (b) KSC Form 8-246, "Hazardous Material Packaging."
 - (c) KSC Form 7-526, "Radioactive Material Transfer & Shipment Record (Outbound)," blocks 14A, 14B, and 14D.
 - (d) KSC Form 28-45, Section I, Part D.
 - (e) Ensure all shipments of radioactive material are prepared in accordance with applicable national and international regulations (CFR10, CFR49, AFJM 24-204, ICAO/IATA, IMO). Preparation includes packaging, marking, labeling, placarding, and shipping documentation."
- (7) The Transportation Office will attach one copy each of the DD-1149, KSC Form 7-526, and "Shipper's Declaration for Dangerous Goods": (if being shipped by air) to the radioactive materials package and place the package in the designated Radioactive Materials Holding Area posted in accordance with 10 CFR 20, pending arrival of carrier.

c. Incident/Accidents Involving RAM Packages

(1) Notifications

For incidents/accidents involving RAM packages in transit on KSC/CCAFS, immediate notification to the JBOSC HPO and/or the RPO is required.

JBOSC Health Physics Office (HPO)

During Normal Work Hours: (7:30 a.m.-4:00 p.m., M-F) 867-3540/2400

After Normal Work Hours: 861-5050

For Incident/Accidents Occurring on KSC

KSC Radiation Protection Officer 867-6958

For Incidents/Accidents Occurring on CCAFS

45th Space Wing Radiation Protection Officer 494-5435

Cape Support 853-5211

- (2) Precautions to be taken in an Incident/Accident
 - (a) Isolate area and control ingress by personnel.
 - (b) Remove involved personnel to a safe distance upwind and detain (unless injured).
 - (c) Do not attempt to move RAM package.
 - (d) Await arrival of JBOSC HPO representative.

5. FORMS

Appendix A contains completed examples of forms required for radioactive material transportation/accountability at KSC.

a. Receipt of Radioactive Materials

Forms required for the receipt of radioactive material follows:

- (1) KSC Form 7-49 (Purchase Request) (see page A-1)
- (2) KSC Form 28-45 (Radioactive Material Transfer Receipt) (see page A-2)
- (3) KSC Form 28-189 (Radioactive Material Receipt and Package Opening Record) (see page A-3)
- (4) Example - KIMS Generated Form: Freight Chit/Document Number Entry (see page A-4)

b. Shipment of Radioactive Materials

Forms required for shipment of radioactive material are as follows:

- (1) DD-1149 (Requisition & Invoice Shipping Document) (see page A-5)
- (2) KSC Form 28-45 (Radioactive Material Transfer Receipt) (see page A-6)
- (3) KSC Form 8-246 (Hazardous Material Packaging) (see page A-7)

- (4) KSC Form 7-526 (Radioactive Material Transfer & Shipment Record (Outbound)) (see page A-8)
- (5) (Shipper's Declaration for Dangerous Goods) (see page A-9)

SECURITY

AERIAL PHOTOGRAPHIC SERVICE Order # <u>0900</u> Tax/Invt # <u>C. S. 0014</u> Address <u>USAG Bay St Louis</u>		License # <u>EDG-300</u> Licensee <u>NSC Lic. 89-41213-01</u> <input type="checkbox"/> State of <u>Florida</u> <u>819-1</u> <input type="checkbox"/> Local <input type="checkbox"/> County	
WEIGHT OF PACK <u>1</u> TYPE OF PACK <u>Box</u> Net weight <u>48 lbs.</u> Gross <u> </u> SPECIAL INSTRUCTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RECEIVED BY <u> </u> CARRIER NAME <u>Federal Express</u>		ADDRESS TO <u>USAG Florida, Inc.</u> <u>11344, MS-744</u> <u>Kennedy Space Center, FL</u>	
DATE OF ORDER <u>1982</u> PAYMENT ORDER # <u> </u> ORDER # <u> </u> DATE <u>11/2/82</u> ORDER # <u>104-21</u> Good <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/> NO		ORDER # <u> </u> DATE <u> </u> ORDER # <u> </u> ORDER # <u> </u> DATE <u> </u> ORDER # <u> </u>	
ORDER # <u>122-01</u> Order <u>USAG</u> ORDER # <u>NSC Facility</u> Order <u>Jo. S. Age</u>		RADIATION INSTRUMENT SURVEY DATA Order # <u>122-01</u> Order <u>USAG</u> ORDER # <u>NSC Facility</u> Order <u>Jo. S. Age</u>	
1. EXTERNAL RADIATION LEVELS			
INSTRUMENT <u> </u> SERIAL # <u> </u> DATE OF ORDER <u> </u> ORDER # <u> </u> ORDER # <u> </u> DATE <u> </u>		ORDER # <u> </u> DATE <u> </u> ORDER # <u> </u> DATE <u> </u>	
2. INTERNAL CONTAMINATION LEVELS			
INSTRUMENT <u> </u> SERIAL # <u> </u> DATE OF ORDER <u> </u> ORDER # <u> </u> ORDER # <u> </u> DATE <u> </u>		INSTRUMENT <u> </u> SERIAL # <u> </u> DATE OF ORDER <u> </u> ORDER # <u> </u> ORDER # <u> </u> DATE <u> </u>	
3. AIRBORNE SURVEY DATA			
INSTRUMENT <u> </u> SERIAL # <u> </u> DATE OF ORDER <u> </u> ORDER # <u> </u> ORDER # <u> </u> DATE <u> </u>		INSTRUMENT <u> </u> SERIAL # <u> </u> DATE OF ORDER <u> </u> ORDER # <u> </u> ORDER # <u> </u> DATE <u> </u>	

A-4
KSC Form 28-189

Figure A-4
KSC Form 28-189

SAMPLE

REGISTRATION AND PACKING SLIP

TO: **General Industries**
2255 1st Bernard Ave.
Baton Rouge, LA 70821

FROM: **Per Peterson**

NO: **028616** PR: **818-2517** CO: **001000**

DESCRIPTION: **Radioactive Material, Special Form, A-2, S-1 (C-10, S-10) UN 2914, Net: Source 1, contained in source container Model C-10, S-10, for transportation of source only.**

CLASSIFICATION: **Radioactive Material, Special Form, A-2, S-1 (C-10, S-10) UN 2914, Net: Source 1, contained in source container Model C-10, S-10, for transportation of source only.**

TRANSPORT GROUP: **III (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z)**

ACTIVITY: **3.5 Curies**

NET WEIGHT: **300 g**

NET CONTENTS: **320 (PMU/100) UN2 9110**

NET WEIGHT: **2500 (PMU/100) UN2 9110**

NET CONTENTS: **2500 (PMU/100) UN2 9110**

DATE: **11/15/68**

TIME: **10:00 AM**

LOCATION: **Per Peterson**

REMARKS: **See certificate enclosed in shipping container. This package is not recommended for transport as passenger carrying aircraft. This is to certify that the above named articles are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to applicable regulations of DOT. Receiver signature R. Carline**

RECEIVED BY: **R. Carline**

DATE: **11/15/68**

TIME: **10:00 AM**

LOCATION: **Per Peterson**

REMARKS: **See certificate enclosed in shipping container. This package is not recommended for transport as passenger carrying aircraft. This is to certify that the above named articles are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to applicable regulations of DOT. Receiver signature R. Carline**

DD Form 1149

Figure A-5
DD Form 1149

SAMPLE

HAZARDOUS MATERIALS PACKAGING		OFFICE RECEIVED BY: <u>BJC/PTC</u>
		DATE: <u>04/25/83</u>
HAZARDOUS MATERIAL, N.D.S.	PLASTIC BAG (CONTAINS 15)	
HAZARDOUS MATERIAL CLASS NO. 7	POLYETHYLENE (AS 15)	
HAZARDOUS MATERIAL UNLESS	6.2.7.1, TYPE A PACKAGING (AS 15)	
RADIOACTIVE WHITE I	RADIOACTIVE MATERIAL, N.D.S. (AS 15)	
173-88518(1) DATA TAG NOTE SEE SECTION 5.2	TYPE 1 PACKAGING	
IDENTIFICATION:		
N/A	1000's	
PLACER:	<input type="checkbox"/> EXCEPT TRANSPORT ONLY	
N/A	<input type="checkbox"/> PUBLIC USE ONLY	
	<input checked="" type="checkbox"/> RADIOACTIVE MATERIAL	
Address of manufacturer: _____	N/A	
Address of distributor: _____	N/A	

ENTER DESCRIPTION ON FORM FBO OR CBO EXACTLY AS FOLLOWS:
 RADIOACTIVE MATERIAL, N.D.S., RADIOACTIVE MATERIAL (NPR187) (NRC) - 210/50/50/RADIOACTIVE WHITE I/5 DOT 7.1, TYPE A PACKAGE

UNDER ADDITIONAL LABELING INFORMATION TYPE:
 SHIPPED UNDER THE PROVISIONS OF CFR, TITLE 49, PART 173.224(b) FOR DOT-60240

PREPARED BY	
CHECKED BY	

Figure A-7
KSC Form 8-246

DEPARTMENT OF TRANSPORTATION (REGULATORY DIVISION)

FORM 7-526

1. DATE WHEN THIS FORM WAS PREPARED 8/13/86		2. DATE OF SHIPMENT 8/20/86		3. CONDITION OF SHIPMENT GOOD		4. NO. OF COPIES MADE ONE (1)	
5. FROM (NAME AND ADDRESS OF ORIGINATOR) LSCG FLORIDA, INC. P.O. BOX 3124 KENNEDY SPACE CENTER, FL 32816				6. TO (COMMERCIAL OR REGULATION OFFICE) GAMMA INDUSTRIES BAYOU ROUGE, LA 70001			
7. ICD NUMBER				8. ICD CLASSIFICATION		9. ICD NUMBER ORL 70450	
10. NAME OF PERSON TO WHOM THIS FORM IS TO BE MAILED J. H. VESLER, MANAGER 826-214, BOSTON				11. NAME OF PERSON TO WHOM THIS FORM IS TO BE MAILED MR. PAT PATTERSON			
12. NAME OF SHIPPER				13. PACKAGING AND/OR STORAGE		14. DATE 8/20/86	
THIS IS TO BE COMPLETED BY NEARLY ALL SHIPPERS OR THE RADIOACTIVE PROTECTION OFFICER							
15. RADIOISOTOPE OR RADIOPHARMACEUTICAL NAME IR-192 WV 4154		16. CHEMICAL OR PHYSICAL FORM PULVS		17. ACTIVITY OR CONTENT 3.5 CI		18. UIC NUMBER SPECIAL FORM UN2524	
19. TRANSPORT INDEX 0.7		20. SURFACE CONTAMINATION ALPHA 200 DPM BETA-GAMMA 2000 DPM		21. TYPE OF LABEL RADIOACTIVE YELLOW II			
<p>This is to certify that the above named articles are properly described and are packed and marked and are in proper condition for transportation according to the regulations prescribed by the Department of Transportation or other applicable regulations. This shipment shall comply with the limitations prescribed for passenger-carrying aircraft.</p>							
16. NAME OF PERSON TO WHOM THIS FORM IS TO BE MAILED <i>Robert Brown</i>				17. DATE 8-20-86			
18. NAME OF PERSON TO WHOM THIS FORM IS TO BE MAILED <i>Mary Brown</i>				19. DATE 8/20/86			
20. NAME OF PERSON TO WHOM THIS FORM IS TO BE MAILED <i>Rob Spickard</i>				21. DATE 8-20-86			
22. NAME OF PERSON TO WHOM THIS FORM IS TO BE MAILED <i>Tim Rutherford</i>				23. DATE 8/20/86			
<p>Note: For shipment of Radioisotopes, refer to 49 CFR 172.427(a)(5).</p>							
18. DISTRIBUTION							
ORIGINAL - RADIOACTIVE PROTECTION OFFICER CITY 1 - HEALTH SERVICE				COPY 2 - FOR USE BY TRANSPORTATION COPY 3 - RETAINED BY SHIPPER OR CONSIGNEE COPY 4 - RETAINED BY ORIGINATOR			

Figure A-8
KSC Form 7-526

CHAPTER 3. FREIGHT TRAFFIC

SECTION 9. PROCESSING INBOUND AND OUTBOUND SHIPMENTS EXPLOSIVES VIA COMMERCIAL MOTOR CARRIER OR GOVERNMENT TRUCK

3.9.1. PURPOSE

This section establishes the procedures for inbound and outbound shipments containing Class A, B, and C explosives via commercial motor carrier Government truck.

3.9.2. RESPONSIBILITIES

The Transportation Office, is responsible for ensuring adherence to all Federal, State, and Center rules, regulations, and procedures to assure the safety and proper processing of all inbound and outbound Class A, B, and C explosives via commercial motor carrier or Government truck.

3.9.3. PROCEDURES

- a. The Contractors' Logistics Operations, will ensure the proper, efficient, safe, and economical processing of all inbound and outbound Class A, B, and C explosive shipments at Kennedy Space Center.
- b. The Chief, Security Office, will assure Security personnel at Pass and ID or Gate Guard report arrival of Class A, B, and C explosive shipments to Receiving section of the contractor designated on the Bill of Lading.
- c. Inbound Shipments

- *
 - (1) Upon receipt of notification from shipper that a shipment of Class A, B, or C explosives is being forwarded, the Transportation Office will notify the receiving Contractor's Transportation Office.
 - (2) Upon arrival at the Center, the shipment will undergo a reviewing inspection and be processed according to the requirements of AFM 91-201 and applicable KSC procedures cognizant personnel of the receiving contractor.

- d. Outbound Shipments

- (1) The organization initiating the shipment will issue a DD form 1149, Requisition and Invoice/Shipping Document, and/or shipment instructions in the format as provided in applicable contract terms, and present copies to the Ordnance Support Contractor; concurrently, scheduling action will be initiated with KSC Scheduling Branch, (NASA Cape Support Office), telephone 853-2436, (KSC Scheduling will assign an N number for use in identifying the movement). Coordination action will also be initiated by the organization originating the shipment with the Supporting Contractor's Transportation Office, furnishing complete details regarding N number, destination, special handling requirements, and class of the explosive shipment. The Contractor's Transportation Office will then advise requester of the method or mode of movement to ensure proper markings and packaging methods are applied.
- (2) Upon receipt of above notification, shipment will be processed by the Ordnance Support Contractor and support Contractor's Transportation Office.

CHAPTER 4. TRANSPORTATION DISCREPANCIES

SECTION 1. OVER, SHORT, AND DAMAGE ACTIONS

4.1. PURPOSE

This section establishes the procedure for the processing of over, short, or damaged (OS&D) actions on inbound commercially transported shipments consigned to KSC.

4.2. GENERAL

In the processing of OS&D damage actions, the Government shall incur no obligation for insurance to protect against loss, destruction, or damage in the shipment of property, except as may be authorized by Logistics Management Office, Headquarters, NASA.

4.3. RESPONSIBILITY

The Transportation Office, is responsible for establishing/maintaining administrative procedures concerning OS&D actions pertaining to commercial shipments consigned to KSC.

4.4. PROCEDURES

- a. The Transportation Office (JBOSC) will prepare all documentation, reports, and claims in accordance with established procedures.
- b. All inbound shipments received at KSC by commercial carriers will be monitored by the JBOSC receiving representative for any overages, shortages, or visible damage.
- c. JBOSC Receiving will perform all receiving functions for NASA, and other KSC contractor organizations supported by the JBOSC, including:
 - (1) Checking the number of pieces shown on the carrier's delivery receipt against the number of pieces actually received. Any overage or shortage will be noted on the carrier's delivery receipt.
 - (2) Examining all packaging materials and equipment carefully for damage. Any damage will be noted on the carrier's delivery receipt.
 - (3) Notifying the Transportation Office (JBOSC) Claims Representative or designated alternate immediately of any discrepancy in shipment so that appropriate disposition can be made on overage, shortage, or damaged material.
- d. The Transportation Office (JBOSC) Claim Representative will perform all OS&D shipment and forward those documents to the appropriate agency/contractor.
- e. The Claim Representative will be responsible for all liaison with carrier terminal managers and carrier OS&D and claims representatives regarding discrepancies.
- f. The Claim Representative will notify the ultimate consignee/user of the discrepancy and request guidance when it appears the material may be acceptable regardless of the damage. On all damages to contractor flight hardware, critical or high value items, the contractor will be advised immediately and requested to inspect the item with the Claim Representative at the receiving area. The consignee/user may accept the item as is, without recourse to the carrier, or decline acceptance until necessary claim actions with the carrier are completed.

- g. When the ultimate consignee/user discovers damage to a shipment delivered by the Delivery Section after the shipment has been accepted and signed for by the consignee/user, the Claim Representative, telephone 867-3501, will be notified immediately to determine cause of damage and if concealed damage can be charged against the carrier. The damaged item(s), the shipping container and all packaging material will be held for the Claim Representative.
- h. Shipments received from the Delivery Section should be opened and contents inspected for loss or damage as soon as practicable. The Claim Representative has up to 15 days, from the date of receipt of shipment from the carrier, to report concealed loss or damage to the carrier.
- i. The Claim Representative will prepare necessary reports and claim actions on all carrier discrepant inbound damaged NASA shipments in accordance with established procedures.
- j. For contractors supported by the JBOSC, the Claims Representatives will:
 - (1) Process all OS&D claims against the carrier on all material procured Free On Board Origin when purchased on behalf of the Government. Any claim will be prepared on commercial claim forms for signature of the contractor's representative.
 - (2) Assemble all OS&D receiving documents on all material procured F.O.B. Destination when purchased on behalf of the Government. The documents will be forwarded to the contractors' procurement office for coordination with the vendor/contractor.

CHAPTER 5. PACKING

SECTION 1. PRESERVATION, PACKAGING, AND PACKING

5.1. PURPOSE

This section establishes the procedure for assuring all Government-owned-furnished equipment, supplies, and materials are prepared for transportation and storage through the use of appropriate preservation, packaging, and packing materials and procedures.

5.2. GENERAL

The selection of specific preservation, packaging, and packing procedures and materials shall be based upon item characteristics (fragility, susceptibility to corrosion or deterioration, hazard classification, etc.), storage period (long-term or short-term) and mode of transportation.

5.3. RESPONSIBILITY

a. The Transportation Office:

- (1) Ensures the JBOSC establishes and enforces policies and procedures, which provide for proper preservation, packaging (including repackaging), packing, and preparation for shipment of any items for which they have contractual responsibility.
- (2) Reviews NASA procurement documents, as required, to assure the incorporation of appropriate packaging requirements.
- (3) Coordinates packaging requirements through the cognizant contracting officer when other than normal preservation and packaging requirements are considered necessary for the protection of a commodity.
- (4) Provides the contracting officer with guidance on actions which will improve protection of the procured item or effect economy during the transit and storage cycle by performing reviews of proposed packaging and packing data to be included in contracts and recommends adjustments when necessary.
- (5) Provides assistance to quality control organizations in determining compliance with contractually specified packaging requirements.
- (6) Provides assistance, as requested, in resolving problems involving the preservation, packaging, packing, and certification of items classed as hazardous materials.

b. KSC contractors shall:

- (1) Establish and enforce policies, procedures, and training programs which will ensure equipment, materials, and supplies are preserved and packaged in a manner which preclude damage or deterioration during handling and storage, and are prepared for shipment in accordance with

pertinent NASA, DOD, and DOT tariffs, rules, and regulation.

- (2) Ensure proficiency of personnel responsible for the preparation of hazardous materials for shipment and storage.

CHAPTER 6. SPECIALIZED SERVICES

SECTION 1. SPECIAL AIRCRAFT SERVICES

6.1.1 PURPOSE

This section establishes procedures applicable to the KSC Transportation Officer and outlines procedures for the users in obtaining special aircraft services to support KSC requirements.

6.1.2. DEFINITIONS

- a. Aircraft: All types of fixed or rotor wing aircraft.
- b. NASA Aircraft: Aircraft operated by NASA or under its control.
- c. Contract NASA Aircraft: Commercial aircraft under contract to NASA for a specific period of time for a special purpose.
- d. Commercial Aircraft: Aircraft available from commercial companies for transporting passengers or cargo on a charter or rental basis.
- e. Department of Defense: Aircraft owned by the Government and operated by members of the Armed Forces, or DOD contractors.
- f. Other Government Agency Aircraft: Aircraft owned by the Government and operated by or for the responsible agency.
- g. Requesters: Individuals or organizations requiring use of special air service at Kennedy Space Center.

6.1.3. RESPONSIBILITY

The Transportation Office has Centerwide responsibility, either directly or through contracts, for obtaining suitable aircraft for support of KSC requirements. The KSC Transportation Officer is the designated interface to the DOD for airlift support.

6.1.4. PROCEDURES

- a. The Requester:
 - (1) Furnishes the Transportation Office, with the request and justification for use of aircraft. Requirements for justification include, but are not limited to, the following:
 - (a) Expediting of critical hardware or vehicle parts.
 - (b) Movement of sensitive equipment
 - (c) Special photo or digital tape requirements.
 - (d) Emergency requirements other than above.
 - (2) Furnishes the necessary funds citation for the type of aircraft utilized.
 - (3) When possible, complies with the Logistics Services requests for reduction in size of the cargo through disassembly or repackaging.
- b. The Transportation Office:
 - (1) Evaluates the justification for the request, obtaining additional information from the requester, if required.
 - (2) Assists in selecting the type of aircraft most suitable for the requirement considering cost, speed, flying range, and other factors.
 - (a) NASA-owned aircraft will be used, if suitable and available.
 - (b) NASA-contracted aircraft operating from other Centers may be used, if appropriate and available.
 - (c) Commercial chartered aircraft will often require at least 24 hours advance notice because of the need for contractual arrangements.
 - (d) Department of Defense and other Government agency aircraft may be used when essential for NASA missions. Requesting that use of such aircraft must be covered by written justification. When one of these aircraft is to be used to support cargo transportation, the weight, dimensions, and cubes of cargo should be part of the requirements to determine the most

economical type available that can be used to fulfill the requirements.

- (3) Makes the necessary arrangements for the aircraft.
- (4) Informs the requester of the schedule and funding requirements, if any.
- (5) Coordinates with the Transportation Coordination Center and other concerned activities for all aspects of loading, off-loading, arrivals, departures, and direct aircraft support relative to its mission in the KSC Area.
- (6) Obtains status reports at each step in the mission to assure schedules are met.

CHAPTER 6. SPECIALIZED SERVICES

SECTION 2. KSC RAILROAD AND RELATED SERVICES

6.2.1. PURPOSE

This section describes the responsibilities for the KSC railroad and related services.

6.2.2. RESPONSIBILITIES

- a. The Transportation Office has overall management responsibility for the KSC railroad and related services.
- b. The KSC Railroad Manager is responsible for the following:
 - (1) Liaison and negotiations with the Florida East Coast Railway (FEC), other railroads, the FRA, the AAR and/or other regulatory agencies and industry associations.
 - (2) Negotiation of ICC Section 10721 Government Rate Quotations with various railroads, including routings, special conditions, and related matters.
 - (3) Maintenance of KSC railroad track, roadbed, grade crossings, railroad drawbridge, signals, and related items. As Contract Technical Manager, inspects tracks, (i.e., determines appropriate maintenance program, prepares budgets, prepares work orders, makes technical recommendations and/or decisions, coordinates and

inspects/accepts/rejects work of contractor). As required for contract renewal: develops scope of work and other documentation, coordinates and supports KSC Procurement.

- (4) Assurance of timely and efficient railroad operations and appropriate maintenance of KSC railroad equipment by the JBOSC including support for all Government and contractor activities on KSC as well as movement of railcars between the FEC interchange at Jay-Jay and CCAFS.
- (5) Provision of specialized railcars and related items for requesting activities, including other NASA Centers and other government agencies. As appropriate, performs transportability studies; prepares recommendations/concept sketches/proposals; prepares and staffs proposed memorandums of agreement between Centers/agencies; prepares documentation and draft specifications for acquisition and modification of railcars; monitors railcar construction/repair/ inventory/modification; prepares AAR registration and related documentation; and other related tasks.

6.2.3. PROCEDURES

- a. Activities requiring on-Center movement of railcars should contact the JBOSC Heavy Equipment/Railroad Scheduler at 867-1512. General information on railroad freight shipments is contained in Chapter 3, Section 4, of this Manual.
- b. For all other assistance and/or information, contact the KSC Railroad Manager at 867-9947.

CHAPTER 7. MOTOR VEHICLE OPERATIONS

SECTION 1. MANAGEMENT OF GOVERNMENT-OWNED/LEASED VEHICLES

7.1. PURPOSE

This section establishes current procedures and outlines responsibilities for obtaining motor vehicle support directly from the General Services Administration/Commercial source.

7.2. APPLICABILITY AND SCOPE

This section applies to all KSC organizational elements and other NASA or other Government agencies dependent upon KSC for vehicle support. (Certain KSC contractors are authorized to obtain and manage their vehicle requirements as outlined in Chapter 7, Section 2 in this Manual.) If conflicts exist between approved contracts and this procedure, the contract terms will take precedence.

7.1.3. AUTHORITY

NPD 6000.1, "Transportation Management."

7.1.4. DEFINITIONS

- a. Permanently Assigned Motor Vehicle: Government-owned or Government-leased vehicle assigned to an organization for its full-time use.
- b. Transportation Motor Vehicle Operations Officer: The individual assigned direct administration and operations of motor pools and maintenance of assigned motor vehicles.
- c. Vehicle Coordinator: The individual designated by the head of the primary organization to serve as the organizational representative on all matters pertaining to general purpose motor vehicle support.

7.1.5. GENERAL

- a. The operation and use a Government-owned or Government-leased motor vehicle or any vehicle for which Government funds are expended will be restricted to official purposes. Appropriate disciplinary action will be taken if vehicles are used for other than official purposes. Although not all-inclusive, the following additional uses of Government vehicles may be considered to be within the scope of official business, when properly authorized.
 - (1) Transportation for KSC or other NASA officials who are directed to participate in public affairs activities.
 - (2) Transportation for non-governmental groups when such action is in the interest of public and community relations and is authorized by the Center Director.
- b. The following uses of Government vehicles are prohibited because they are outside the scope of official business or duplicate existing scheduled transportation services.
 - (1) To supplement personal carpool transportation.

- (2) For transportation that could be provided by the Shuttle bus.
 - (3) Making trips for personal reasons; e.g., visits to banks, cafeterias, restaurants, and other establishments.
 - (4) For transportation between current temporary or permanent place of residence and work locations, when not specifically authorized to do so.
 - (5) Transporting any individual for personal reasons.
 - (6) For the sole purpose of going to vantage points to observe launchings, and/or landings.
 - (7) Performing courier service when established courier service is available and convenient.
 - (8) Duplicating existing authorized mail and material delivery systems.
- c. The Permissible Operating Distance (POD) for Government-owned vehicles at the Kennedy Space Center is limited to a nominal 50-miles radius from the KSC Headquarters Building. The 50-mile radius will include the metropolitan areas of Orlando, Daytona Beach, and Melbourne. Any planned trip beyond the 50-mile radius requires official travel request and authorization, and approval of an authorizing official to drive a government vehicle.
- d. When an organization's assigned vehicle is not available for intrastate travel of less than 12 hours, (travel orders not required) the Transportation Motor Vehicle Operations Officer will, upon receipt of an AVO from an immediate supervisor, with Vehicle Coordinator's concurrence, provide a vehicle from the Transportation subpool, if available.
- e. Vehicles are authorized for use by NASA civil service and authorized NASA contractor employees for TDY travel to and from Orlando International Airport, Orlando, Florida. Arrangements for vehicles for civil service employees will be made in advance with the Travel Services contractor.
- f. A vehicle dispatched to an individual for TDY purposes should not be driven by any other person (except in an emergency). Employees on leave status either immediately before or after TDY should use an alternate type of transportation: airport limousine, taxi, scheduled busline, or privately-owned vehicle. The limousine is the

recommended method when consideration is given to total cost and convenience.

- g. standards and procedures.
- h. Self-service fueling is available from the KSC Exchange Service Station and the Contractor Road fueling station, 7 days a week, 24 hours a day. GSA assigns a credit card to each leased vehicle at Kennedy Space Center. These cards are used strictly for maintenance and fuel.
- i. Shuttle Bus service is available Monday through Friday as shown in the current schedule. Questions pertaining to Shuttle Bus service and requests for Shuttle Bus schedules should be directed to the Transportation Motor Vehicle Operations Officer.

7.1.6. RESPONSIBILITIES

- a. Heads of primary organizations are responsible for:
 - (1) Ensuring general purpose motor vehicle requirements are processed in accordance with this procedure.
 - (2) Appointing one Vehicle Coordinator and at least one alternate Vehicle Coordinator to act in their behalf in all matters pertaining to general purpose motor vehicle support of all civil service and contractor elements not authorized to acquire motor vehicles directly from GSA, furnishing the names of the appointees to the Transportation Motor Vehicle Operations Officer.
 - (3) Ensuring only the minimum number of vehicles necessary to support their mission are on hand.
 - (4) Ensuring KSC Form 7-490 (KSC Vehicle Use Record), or other alternate form which may be approved by the Transportation Motor Vehicle Operations Officer, is being used to record vehicle utilization on all vehicles assigned or used within their organization.
- b. The Motor Vehicle Operations Officer, is responsible for:
 - (1) Consolidating all transportation requirements and developing budget inputs for transportation services charged to KSC by the GSA Motor Pool.

- (2) Performing continuing review of vehicle usage. Setting minimum utilization standards and assuring turn in of vehicles not meeting these standards.
 - (3) Appointing an individual responsible for the administration of all reports and allied documents pertaining to motor vehicle accidents.
 - (4) Maintaining official file of Standard Form 91 (Operator's Report of Motor Vehicle Accident) and supporting data on Government-owned vehicles assigned at KSC.
- c. Vehicle Coordinators are responsible for:
- (1) Reviewing, assembling, and confirming all transportation requirements within their areas of responsibility.
 - (2) Signing and maintaining a file of GSA Form 1152 (Motor Vehicle Assignment Receipt) for each assigned vehicle.
 - (3) Maintaining an 18-month file of KSC Form 7-490 (KSC Vehicle Use Record), or other alternate form, for each vehicle assigned or used.
 - (4) Turn in of any assigned vehicle which is underutilized or no longer needed.
- d. Division/Office Chiefs are responsible for:
- (1) Assuring forecast requirements are prepared and submitted at least 6 months before the date requested.
 - (2) Validating the forecast requirements for additional permanently assigned vehicles before submitting them to the Vehicle Coordinator.
 - (3) Assure that all assigned vehicles are being used in an efficient manner and meet minimum use standards.
- e. Contract Technical Managers are responsible for:
- (1) Requiring contractors under their jurisdiction to submit their forecast requirements for additional permanently assigned vehicles to the Vehicle Coordinator at least 6 months in advance of the required date.

- (2) Assuring contractors do not acquire vehicles at Government expense without appropriate need and justification.
- f. Contracting Officers are responsible for:
- (1) Determining motor vehicle support is authorized under the terms of their contracts; ensuring requirements contained in this procedure are implemented by the appropriate contractor organizations using Government-owned or Government-leased vehicles, or any vehicle for which Government funds are expended.
 - (2) Reviewing and approving contractor procedures for enforcing penalties for violations of the use of Government vehicles.
 - (3) Informing the Motor Vehicle Operations Officer, at the earliest possible date, of the number, types, and the dates required for vehicles needed to support proposed contracts and/or grants or enlargements thereof.

7.1.7. VEHICLE JUSTIFICATION PROCEDURES

- a. The Forecasting Organization:
- (1) At least 6 months before required date, completes KSC Form 7-419 (Vehicle Justification).
 - (2) Forwards KSC Form 7-419 to the Division/Office Chief or the Contract Technical Manager, as appropriate.
- b. The Division/Office Chief or the Contract Technical Manager:
- (1) Reviews the forecast to determine the validity of the requirements.
 - (2) Signs and forwards the approved vehicle justifications to the Vehicle Coordinator or returns the disapproved justifications to the forecasting organization with reasons for disapproval.
- c. The Vehicle Coordinator:
- (1) Reviews the KSC Form 7-419 for completeness and accuracy, and signs the approved requests.

- (2) Prepares a letter of transmittal to the Transportation Motor Vehicle Operations Officer, including the assurance that only the minimum number of vehicles necessary to support the mission are on hand, and obtains the signature of the head of the primary or secondary-level directorate.
 - (3) Retains copy of each approved KSC Form 7-419 and forwards the original with the transmittal letter to the Transportation Motor Vehicle Operations Officer.
 - (4) Returns disapproved requests to the Division/Office Chief or the contract Technical Manager.
- d. The Transportation Motor Vehicle Operations Officer:
- (1) Reviews and forwards the approved requests to the GSA Motor Pool for assignment, if justified.
 - (2) Returns disapproved requests to the Vehicle Coordinator for return to the appropriate Division/Office Chief.
- e. Vehicle Users:
- Organizations with assigned vehicles are to record odometer readings on KSC Form 7-490 (KSC Vehicle Use Record) or similar approved form for each vehicle used, and forward to their assigned Vehicle Coordinator before the 15th day of each month.
- f. The Vehicle Coordinator:
- Completes two copies of GSA Form 494 (Monthly Vehicle Use Record) and forwards one copy to GSA Motor Equipment Division, Atlanta, no later than the 17th day of the month. Retains one copy for record purposes. When the monthly billing is received, verifies the vehicles listed, days used, and miles driven shown on the printout; files one copy for record purposes; and returns the signed original of the KSC Form 7-432, to the NASA Transportation Office, within 7 working days.
- g. The General Accounting Branch, Commercial Accounts:
- Receives the billing package from GSA, Regional billing office, and forwards to the NASA Transportation Branch.
- * h. The NASA Transportation Office:

Performs an internal review of the Monthly Motor Vehicle Billing and forwards it to the General Accounting Branch, Commercial Accounts, for payments.

CHAPTER 7. MOTOR VEHICLE OPERATIONS

SECTION 2. MOTOR VEHICLE SUPPORT FOR AUTHORIZED KSC CONTRACTORS

7.2.1. PURPOSE

This section outlines responsibilities associated with obtaining motor vehicle support by KSC contractors directly from the General Services Administration/ Commercial source.

7.2.2. AUTHORITY

NASA Headquarters letter from Code B/Associate Administrator/Comptroller dated January 4, 1980, to Director of Center Support Operations, Subject: "KSC Motor Vehicle Funding."

7.2.3. GENERAL

Authorized contractors are provided the flexibility to acquire motor vehicles and related services directly from GSA and/or a commercial source, based on the most economical cost to the Government.

7.2.4. RESPONSIBILITIES

- a. The Motor Vehicle Operations Officer is responsible for establishing procedures for motor vehicle support to contractors authorized to acquire vehicles directly from GSA/Commercial Source.
- b. Heads of primary organizations are responsible for budgeting for vehicle support, monitoring day to day contractor performance, and ensuring that the proper vehicle evaluation is recommended to the contract award fee board.
- c. Contracting Officers are responsible for:
 - (1) Including the following requirements with respect to motor vehicle support in the appropriate contracts.
 - (a) When the contractor has a motor vehicle requirement, a portion of the award fee shall be based on evaluating the efficiency and economy of the motor vehicle operations

through review and analysis of cost and operational data, or an incentive fee based on dollar goals, unless excluded by a previous agreement.

- (b) The requirement for contractors to comply with applicable regulations and instructions.
 - (c) The requirement for appropriate reporting of vehicle cost, utilization, fuel consumption, and/or other data required for consolidated KSC reports.
- (2) Evaluating the contractors' vehicle costs and approving them for appropriate reimbursement based on the allowability, reasonableness, and allocability.
- d. The Motor Vehicle Operations Officer, is responsible for:
- (1) Assigning priority, when necessary, to the use of emergency motor vehicles; e.g., fire, medical and security.
 - (2) Consulting with heads of primary organizations pertaining to vehicle management.
 - (3) Reviewing vehicle assignments, utilization, cost and fuel usage against the established guidelines as a baseline for assisting in computation of the award fee and/or penalties. Providing the award fee input to the applicable Contract Technical Manager.
 - (4) Assisting the operating managers and contracting officers in establishing vehicle utilization incentives.
- e. Contracting Officers/Contract Technical Managers are responsible for ensuring KSC contractors who are authorized to deal directly with GSA and/or commercial sources:
- (1) Manage assigned vehicles obtained from GSA and/or commercial sources efficiently, economically and ensures they are used for official purposes only.
 - (2) Record vehicle utilization of all GSA and/or commercial rental vehicles on Vehicle Use Record, KSC Form 7-490; maintain records for a period of 18 months. Provide vehicle use records to the Motor Vehicle Operations Officer for evaluation, as required.

- (3) Forward two copies of the GSA monthly billing (and commercial billings) to the Contracting Officer.
- (4) Ensure all operators of Government-owned vehicles possess an appropriate State license.
- (5) Ensure reporting procedures are followed relating to accidents, damage, and injuries as required by KHB 1710.2 (as revised).

CHAPTER 7. MOTOR VEHICLE OPERATIONS

SECTION 3. U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD

7.3.1. PURPOSE

This section establishes current procedures for the control and issuance of the U.S. Government Motor Vehicle Operator's Identification Card, Standard Form 446, when required.

7.3.2. APPLICABILITY AND SCOPE

Operators of Government-owned/leased vehicles at KSC are not required to possess a U.S. Government Motor Vehicle Operator's Identification Card (SF 46). This section applies to all civil service and contractor personnel when required, by other agencies, to possess an SF 46 to operate Government-owned/leased vehicles.

7.3.3. AUTHORITY

NPD 6000.1, "Transportation Management."

7.3.4. DEFINITIONS

- a. Identification Card: OF-346 (U.S. Government Motor Vehicle Operator's Identification Card), which specifies the types of vehicles the holder is authorized to operate.
- a. Incidental Operator: An individual who is required to operate Government-owned/leased motor vehicles incidental to assigned duties.
- c. Operator: An individual who must regularly operate motor vehicles to perform assigned duties, or operate, regardless of frequency, vehicles requiring special skills and/or involving passengers so special selection and testing of the driver is advisable.

- d. State Driver's License: A driver's license, for the type of vehicle to be operated, issued by one of the 50 States, District of Columbia, Puerto Rico, or a possession of the United States, in which the individual is domiciled or principally employed.
- e. Licensing Officer: The KSC Motor Vehicle Operations Officer, authorized to issue, to revoke the Identification Card in accordance with the provisions of this section and/or when recommended by proper KSC Officials.
- f. KSC Form 7-441 (Application for U.S. Government Motor Vehicle Operator's Identification Card): A form used to apply for or renew the Identification Card.
- g. Register: A form used to check against the National Driver Register, the driving record of all personnel applying for, or renewing an Identification Card. Operators of Government-owned/leased motor vehicles are responsible for possessing a valid and appropriate State License for the type of vehicle being operated.

7.3.5. RESPONSIBILITIES

- a. Operators of Government-owned/leased motor vehicles are responsible for possessing a valid and appropriate State License for the type of vehicle being operated
- b. KSC Motor Vehicle Operations Officer is responsible for issuing and/or revoking of the Identification Card, when required by other agencies for the operation of Government-owned/leased vehicles.

7.3.6. PROCEDURES

- a. Applicant will complete Section 1 of the KSC Form 7-441, and HS Form 1047, and submit them with a copy of the State Driver's License to his/her supervisor. Applicant's supervisor checks to see all information blocks are complete, verifies the employee has a valid and appropriate State License, completes Section 2 of the application and submits to the organization's Vehicle Coordinator.
- b. Organization Vehicle Coordinator verifies that the application form is completed; signs; and forwards to the KSC Motor Vehicle Operations Officer.
- c. The KSC Motor Vehicle Operations Officer checks the application and HS 1047 to assure completion, and forwards the HS 1047 to the National Driver Register. If the employee has checked yes to any

question in Block 17, not covered by a restriction on the State License, the application is sent to Medical for review. If medical review is not required, the application is held for 10 working days for the NDR report. If no report is received, the Identification Card will be issued and forwarded to the organization's Vehicle Coordinator for delivery to the employee.

CHAPTER 7. MOTOR VEHICLE OPERATIONS

SECTION 4. CIVIL SERVICE EMPLOYEES AUTHORIZED TO OPERATE GOVERNMENT-OWNED/LEASED MOTOR VEHICLES

7.4.1. PURPOSE

This section establishes the procedures used in authorizing civil service employees to operate Government-owned/leased motor vehicles.

7.4.2. APPLICABILITY AND SCOPE

This section applies to all civil service personnel who operate U.S. Government motor vehicles on official business.

7.4.3. AUTHORITY

NPD 6000.1, "Transportation Management."

7.4.4. RESPONSIBILITIES

- a. NASA civil service personnel who operate Government-owned/leased motor vehicles are responsible for possessing a valid and appropriate State License, for the type vehicle to be operated, issued by the state in which they are principally employed or reside.
- b. Chiefs of civil service administrative offices are responsible for notifying the KSC Motor Vehicle Operations Officer when NASA employees leave KSC or are no longer authorized to operate Government-owned/leased motor vehicles.

CHAPTER 8. PASSENGER TRAVEL

SECTION 1. PASSPORTS AND VISAS

8.1.1. PURPOSE

This section establishes procedures and outlines responsibilities for obtaining passports and visas from KSC Passenger Travel at Kennedy Space Center, and for

maintaining records pertaining to these documents.

8.1.2.RESPONSIBILITIES

- a. KSC traveler requesting a passport and/or visa for official NASA travel is responsible for:
 - (1) Planning overseas travel as far in advance as possible.
 - (2) Submitting documentation for passport application to the KSC Passenger Travel Office.
 - (3) Maintaining and safeguarding passport, visas, and immunization records.
- b. The Transportation Office is responsible for designating KSC's Passport Agents who are responsible for processing the applications for official NASA Passports and Visas, administering the required oaths, and keeping records of these documents.

8.1.3. PROCEDURES

- a. The traveler requesting overseas travel: Submits to the KSC Passenger Travel Office, at least 4 weeks prior to travel date, the following:
 - (1) Completed passport application.
 - (2) Certified birth certificate or personal passport.
 - (3) Two recent passport photos.
- * b. The KSC Passenger Travel Office:
 - (1) Reviews the passport application for completeness and accuracy.
 - (2) Administers necessary oaths.
 - (3) Submits completed passport application, two photos of applicant, and a certified birth record or personal passport, and another form of picture identification to NASA Headquarters for processing.

- (4) Processes necessary embassy visa applications and submits to NASA Headquarters, allowing 12 days to process each visa.
- (5) Maintains up-to-date records of all official passports and visas.
- (6) Returns expired passports to NASA Headquarters in accordance with prescribed procedures.

CHAPTER 8. PASSENGER TRAVEL

SECTION 2. TRAVEL RESERVATIONS AND TICKETING

8.2.1. PURPOSE

This section establishes procedures for obtaining air travel reservations, ticketing, and other related travel services from KSC Passenger Travel or the Travel Services Contractor at Kennedy Space Center.

8.2.2. APPLICABILITY AND SCOPE

This section applies to all NASA/KSC organizational elements and other NASA or other Government agencies dependent upon KSC travel services support.

8.3.3. RESPONSIBILITY

The Transportation Office, is responsible for furnishing travel information and obtaining the most efficient and economical commercial air, government or rental cars, or other transportation for employees traveling on official business.

8.3.4. PROCEDURES

- a. The traveler requesting reservations for official NASA travel will:
 - (1) Plan travel as far in advance as possible.
 - (2) Call Travel Services Contractor for airline or other reservations as soon as travel requirements are known.
 - (3) Indicate required arrival and departure times, dates at TDY point(s), whether Government Charge Card will be used for ticket purchase, ground transportation requirements for local transportation to/from airport and at TDY destination(s), and hotel/motel requirements.

- (4) Follow-up verbal or telephone requests with approved travel orders.
 - (5) Notify Travel Services contractor as soon as possible if trip is changed or canceled.
- b. Travel Services contractor personnel, upon receipt of a request from the traveler or representative, will:
- (1) Advise which schedules are the most appropriate and which is the most economical means of travel in order for the traveler to accomplish the mission, taking into consideration contract airfares, Government-discount fares and/or any other savings plans offered by the airlines.
 - (2) Notify requester of schedule options.
 - (3) Make reservations with the airlines based on traveler's required schedule.
 - (4) Select the most economical car, if required, at the TDY destination.
 - (5) Receive travel orders and assure flight schedule itinerary has utilized city-pairs contract carrier, when applicable, and/or an authorized statement for use of non-contract carrier appears on travel orders.
 - (6) Forward the travel orders, with itinerary invoice attached, and the advance for funds documents, if requested, to the Financial Management Office for certification of funds.
 - (7) Receive from Financial Management Office certified travel orders and advance of funds documents for distribution to traveler.
 - (8) Prepare travel package ensuring airline tickets, travel documents, and all travel arrangement requirements are complete and correct.
 - (9) Notify traveler travel package is available for pickup.
 - (10) Inform the KSC Passenger Travel personnel of official travelers by furnishing an itinerary invoice of the scheduled airlines flights and other travel-related information.

- c. Passenger Travel Office personnel will:
 - (1) Maintain file of official TDY travel itineraries, in priority sequence, scheduled and prepared by Travel Services contractor.
 - (2) Verify GSA vehicle arrangements for local transportation, if requested.
 - (3) Maintain an automated log system of all travel authorizations, entering information necessary for reports, as required.

CHAPTER 8. PASSENGER TRAVEL

SECTION 3. INBOUND TRAVELERS

8.3.1. PURPOSE

This section outlines responsibilities and establishes the procedures to be used to provide administrative support, travel arrangements, and related assistance to NASA civil service employees while visiting KSC on official business from other NASA installations.

8.3.2. RESPONSIBILITIES

- a. The Transportation Office is responsible for furnishing travel information and obtaining passenger and other related accommodations for persons traveling on official business via NASA mission management aircraft and commercial carrier modes.
- b. The Travel Services Contractor, upon receipt of a travel request, is responsible for:
 - (1) Providing surface transportation to and from outlying airports.
 - (2) Rescheduling flight itineraries and preparing U.S. Government Transportation Request when required.
 - (3) Furnishing passport administrative services.
 - (4) Assisting travelers from other NASA/Government Agencies who are visiting KSC in an official travel status.
 - (5) Assisting Military personnel (active and reserve duty) with official travel requirements.

8.3.3. PROCEDURES

The Travel Services Contractor:

- a. Coordinates with the appropriate transportation or travel elements of the traveler's originating installation to receive requirements and provide arrangements for:
 - (1) Mission management aircraft/commercial carrier transportation.
 - (2) Rental/GSA motor vehicles.
 - (3) Other related official requirements.
- b. Provides services, upon receipt of request from the traveler or his/her representative, for:
 - (1) Return reservations.
 - (2) Canceling or revising confirmed reservations.
 - (3) Surface transportation as provided for in official travel orders.
 - (4) Accommodations on NASA mission management aircraft on space-available basis in lieu of commercial service.
 - (5) Furnishing of passport administrative services.
- c. Provides assistance, as required, to visiting personnel related to on-Center Shuttle bus service and local travel.
- d. Determines the most economical method of transportation to meet the requirements of the traveler, based upon the need established by official travel orders.

CHAPTER 8. PASSENGER TRAVEL

SECTION 4. TRAVEL SERVICES CONTRACTOR AT KSC

8.4.1. PURPOSE

This section provides the procedures for obtaining services from the Travel Services Contractor at Kennedy Space Center.

8.4.2 GENERAL

The establishment of a Travel Services Contractor Office at NASA/KSC is subject to the terms of the contract between NASA and the contractor. The services of the Contractor are available to NASA and contractor organizations for official travel and to all Center employees for personal travel.

8.4.3. RESPONSIBILITIES

- a. The Transportation Office, is responsible for:
 - (1) Maintaining all official liaison with carriers serving KSC.
 - (2) Securing arrangements necessary to accomplish movement of persons via commercial carriers.
 - (3) Providing or assuring the provision of traffic management advice to officials responsible for making decisions pertaining to personnel movement.
 - (4) Providing the Travel Services Project Manager and assigned personnel with office space, desks, and other equipment, as specified by the terms of the contract, required for the performance of the contract. The office will be arranged to provide distinct separation of contractor personnel from NASA personnel to permit clear and appropriate lines of contractor supervision and direction; so that both NASA and contractor personnel will have ready access to obtain air travel information and ticketing service for official or personal travel.

8.4.4. PROCEDURES

- a. The Travel Services contractor will:
 - (1) Assure the most economical and efficient routing and schedules for official travel by application of the best available fares and schedules, including city-pairs and other contract fares when available, by informing Transportation personnel of new and/or more advantageous fares and schedules, and by other appropriate actions.
 - (2) Make rental car, local ground transportation, and/or motel reservations, when requested.
 - (3) Assure adherence by office personnel to rules and regulations governing conduct, security, and parking as well as to the requirements of the Travel Services contract.

- (4) Conduct impartial handling of contractor official travel on first-come, first-serve basis, assuring specific requests are met, whenever possible, and providing the best available and most efficient routing and schedules, including use of Government-contract fares for authorized contractors.
 - (5) Conduct impartial handling of personal travel, but not in preference to official travel.
- b. Use of the services of the Travel Services Contractor Office is as follows:
- (1) NASA Official travel: services are initiated by the traveler or traveler representative.
 - (2) Contractor and personal travel: contractor organizations and individual employees (civil service and contractor) obtain services directly from the Travel Services contractor as they would from any airline ticket office or travel agency.

CHAPTER 8. PASSENGER TRAVEL

SECTION 5. NASA KSC MISSION MANAGEMENT AIRCRAFT

8.5.1. PURPOSE

This section establishes responsibilities and procedures for utilization and control of NASA aircraft to and from Kennedy Space Center, Florida area.

8.5.2 GENERAL

- a. In accordance with KMI 6540.1 (as revised), the KSC mission management aircraft will be used primarily for the transportation of KSC management and staff personnel when no commercial aircraft or airline service is reasonably available to effectively fulfill the requirement, or the variable cost of using the aircraft is not more than the cost of using commercial aircraft.
- b. On special occasions, high priority cargo may be scheduled for movement when it comes within the purview of size and weight limitations and commodity categories defined in KMI 6540.1.

8.5.3. RESPONSIBILITIES

- a. The Director of Spaceport Services is responsible for providing management control of the operation, maintenance, and utilization of

KSC mission management aircraft in compliance with procedures and standards contained in KMI 6540.1 and Federal Air Regulations.

- b. The Chief of Operations is responsible for:
 - (1) Approving all requests and schedules for assigned mission management aircraft.
 - (2) Ensuring coordination between using agencies, other NASA installations, and NASA Headquarters, as appropriate.
 - (3) Maintaining documentation which explains the purpose of each trip and the criteria used in the selection for use of the mission management aircraft.

- c. The Chief, NASA Air Force Management and Comprehensive Master Planning Office, Spaceport Services Directorate is responsible for:
 - (1) Maintaining a log of preplanning/scheduling data and providing this data to Passenger Travel, Transportation Office.
 - (2) Retaining documentation on use of mission management aircraft as follows:
 - (a) Aircraft Trip Report
 - (b) Aircraft Flight Log
 - (c) Crew Qualification and Currency Report
 - (d) Certified Flight Itinerary and Passenger Manifest
 - (3) During intermediate legs of a flight, ensuring changes to the original manifest are recorded on an amended manifest which is returned to the Aircraft Operations Office via U.S. Mail, prior to continuation of the flight.
 - (4) Conducting frequent inspections and evaluating KSC aircraft operations to ensure adequacy of aircraft maintenance, personnel qualifications, aircrew and mechanics' performance, and training.
 - (5) Providing scheduled aircraft maintenance requirements to the KSC Aircraft Coordinator.

- (6) Ensuring the airworthiness and safety-of-flight of NASA 4 and that the aircraft is operated and maintained in accordance with basic policies established by NPD 7900.4A.
 - (7) Providing data to the Chief, Financial Management Office, for the preparation of the Aircraft Cost and Operations Report.
- d. The Transportation Office, Spaceport Services Directorate is responsible for:
- (1) Maintaining records of preplanning/scheduling data received from the Aircraft Operations Office.
 - (2) Utilizing empty seats on all flights whenever possible by rescheduling travelers (available seats on scheduled flights will be used before considering commercial air travel); scheduling these seats through the KSC Aircraft Coordinator.