

ATTACHMENT J-3

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Attachment J-3/Section I
Installation Property and Services

ATTACHMENT J-3/SECTION I

**LIST OF INSTALLATION
PROPERTY AND SERVICES**

CENTER	BUILDING	TITLE
JSC	5	SPACE STATION TRAINING FACILITY Node 2 Crew Station HAB Crew Station LAB Crew Station Node 1 Crew Station
JSC	7	CREW SYSTEMS LABORATORY Space Station Airlock Test Article Facility
JSC	9	SYSTEMS INTEGRATION FACILITY Space Station Mockups and Trainer Facility Precision Air Bearing Floor
JSC	14	ANTENNA AND TRACKING DEVELOPMENT LABORATORY Anechoic Chamber
JSC	29	WEIGHTLESS ENVIRONMENT TRAINING FACILITY Weightless Environment Training Facility
JSC	32	SPACE ENVIRONMENT SIMULATION LABORATORY Chamber A Chamber B
JSC	33	SPACE ENVIRONMENT EFFECTS LABORATORY Chamber E
JSC	44	COMMUNICATIONS AND TRACKING DEVELOPMENT LABORATORY Electronic System Test Lab
JSC	49	VIBRATION AND ACOUSTICS TEST FACILITY Vibro-Acoustic Test Facility
JSC	267	SPACE MATERIALS RESEARCH LABORATORY Hypervelocity Impact Test Facility
JSC Ellington	990	MAINTENANCE HANGAR KC-135 Reduced Gravity Aircraft

JSC WSTF	272	HAZARDOUS HYPERVELOCITY IMPACT TEST FACILITY	Hazardous Hypervelocity Impact Test Facility
MSFC	4477	Audiodreverberant Chamber	Audio Lab
MSFC	4487	LAB AND OFFICE BUILDING	Electrical Systems Integration Lab
MSFC	4530	PROPULSION SYSTEM COMPONENT TEST STAND	Environment Simulation Chamber
MSFC	4572	PROPULSION AND STRUCTURAL TEST FACILITY	Structural Test Facility
MSFC	4619	STRUCTURES AND MECHANICS LABORATORY	Environment Testing Lab Structural Facility Dynamic Facility
MSFC	4663	COMPUTER FACILITY	Mechanism Test Bed
JSC	SCTF	SONNY CARTER TRAINING FACILITY	
MSFC	4708	ENGINEERING AND DEVELOPMENT LABORATORY	Engineering & Development Lab Environmental Testing Lab Seal Development Lab
MSFC	4755	HIGH-BAY ASSEMBLY FACILITY	High-Bay Assembly Facility
LERC	16	ELECTRONIC PROPULSION RESEARCH BUILDING	Tank 11 VF-61 & -62

LERC	301	ELECTRIC PROPULSION LABORATORY
		TK-5
		S-74,VF-59
		TK-6
LERC PLUM- BROOK	1411	SPACE POWER FACILITY
		Space Power Facility
LERC	333	POWER SYSTEMS FACILITY
		The Space Power Research Lab
LERC	5	Engine Research Building
KSC	M7360	SPACE STATION PROCESSING FACILITY (SSPF)
CAPE CANAVERAL	NSLD	AMMONIA BOILER SYSTEM FACILITY
GSFC	15	MECHANICAL TEST LABORATORY
		Accoustic Test Facility
		Static Load Test Facility
MSFC	4711	Materials Laboratory
MSFC	4755	Environmental Control and Life Support (ECLS Test Bed)
JSC/WSTF	800	Materials Laboratory
KSC	K6-1547	NASA Shuttle Logistics Depot
JSC	9	Robotics Laboratory
JSC	14	Electromagnetic Interference (EMI) Test Laboratory
JSC	16	Guidance, Navigation, and Control Integrated Test Facility (GITF)
JSC	32	External Active Thermal Ammonia System Test Article
JSC	229	Environmental Control and Life Support (ECLS) Test Bed
JSC	SCTF	Systems Development Integration Laboratory
JSC	SCTF	ISS Systems Integration Laboratory

JOHNSON SPACE CENTER

Section II: Johnson Space Center On-Site Provisions

PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL – FAR 52.204-9 (JAN 2006) S/A 1369

- (a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.
- (b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal Information system.

(End of clause)

SECURITY/BADGING REQUIREMENTS FOR FOREIGN NATIONAL VISITORS AND EMPLOYEES/REPRESENTATIVES OF FOREIGN CONTRACTORS (JSC 52.204-91) (JAN 2006) S/A 1369

- (a) An employee of a domestic Johnson Space Center (JSC) contractor or its subcontractor who is not a U. S. citizen (foreign national) may not be admitted to the JSC site for purposes of performing work without special arrangements. In addition, all employees or representatives of a foreign JSC contractor/subcontractor may not be admitted to the JSC site without special arrangements. For employees as described above, advance notice must be given to the Security Office of the host installation [JSC or White Sands Test Facility (WSTF)] at least 3 weeks prior to the scheduled need for access to the site so that instructions on obtaining access may be provided. Contractors should be aware that approval for access to the site and issuance of a badge may take much longer than three weeks and sufficient lead time must be allowed to accommodate the approval process.
- (b) All visit/badge requests for persons described in (a) above must be entered in the NASA Foreign National Management System (NFNMS) for acceptance, review, concurrence and approval purposes. When an authorized company official requests a JSC or WSTF badge for site access, he/she is certifying that steps have been taken to ensure that its contractor or subcontractor employees, visitors, or representatives will not be given access to export-controlled or classified information for which they are not authorized. The authorized company officials shall serve as the contractor's representative(s) in certifying that all visit/badge request forms are processed in accordance with JSC and WSTF security and export control procedures.

No foreign national, representative, or resident alien contractor/subcontractor employee shall be granted access into JSC or WSTF until approved and processed through the NFNMS. Unescorted access will not be granted unless a favorable National Agency Check (NAC) has been completed by the JSC Security Office, and an approved NASA Foreign National Visitor Security/Technology Control Plan (STTCP), (previously called the Access Control Plan) has been submitted and approved.

(c) The contractor agrees that it will not employ for the performance of work onsite at the JSC or WSTF any individuals who are not legally authorized to work in the United States. If the JSC or WSTF Industrial Security Specialist or the contracting officer has reason to believe that any employee of the contractor may not be legally authorized to work in the United States and/or on the contract, the contractor may be required to furnish copies of Form I-9 (Employment Eligibility Verification), U. S. Department of Labor Application for Alien Employment Certification, and any other type of employment authorization document.

The contractor agrees to provide the information requested by the JSC or WSTF Security Office in order to comply with NASA policy directives and guidelines related to foreign visits to NASA facilities so that (1) the visitor/employee/representative may be allowed access to JSC or other NASA Centers for performance of this contract, (2) required investigations can be conducted, and (3) required annual or revalidation reports can be submitted to NASA Headquarters. All requested information must be submitted in a timely manner in accordance with instructions provided by JSC or any other Center to be visited.

(End of clause)

USE OF JSC CALIBRATION LABORATORY

(JSC 52.204-92) (SEP 1993)

In accordance with the requirements of JSC Management Directive 8070.1G, "Metrology and Calibration Services (12/12/91), and JSC Manual 8070C, "JSC Metrology Requirements Manual (4/90)", the Contractor shall utilize the services of the JSC Calibration Laboratory to the maximum extent practicable for calibration of all instruments (Government property or Contractor property) utilized under this contract, the total cost for (maintenance of which would otherwise be a direct charge to the Government.

The procedures for obtaining calibration of instruments are described in "JSC Support Contractor handbook," JSCM 5151 D, Section X.

(End of clause)

IDENTIFICATION OF EMPLOYEES JSC 52.242-92 (JAN 2006) S/A 1369

At all times while on Government property, the Contractor, subcontractors, their employees and agents shall wear badges which will be issued by the NASA Badging & Visitor Control Office, located in Building 110 at the Johnson Space Center (JSC), or at the Main Gate at the White Sands Test Facility (WSTF). JSC employee and visitor badges will be issued only between the hours of 6:00 a.m. to 7:30 p.m., Monday through Friday, and 7:00 am to 4:00 pm on Saturday and Sunday. WSTF employee badges will be issued only between the hours of 8 a.m. to 2 p.m., Monday through Friday. WSTF visitor badges will be issued on a 7-day a week, 24-hour a day basis. Resident aliens and foreign nationals/representatives shall be issued green foreign national badges.

Each individual who wears a badge shall be required to sign personally for the badge. The contractor shall be held accountable for issued badges and all other related items and must assure that they are returned to the NASA Badging & Visitor Control Offices upon completion of work under the contract in accordance with Security Management Directive (SMD) 500-15, "Security Termination Procedures." Failure to comply with the NASA contractor termination procedures upon completion of the work (e.g., return of badges, keys, CAA cards, clearance terminations, JSC Public Key Infrastructure (PKI)/special program deletions, etc.) may result in final payment being delayed.

(End of clause)

**ADMINISTRATIVE PROVISIONS RELATING TO
INSTALLATION-PROVIDED PROPERTY AND SERVICES**

(JSC 52.245-97) (APR 1989)

1. Requests for specific support to be furnished by the Government pursuant to the "Installation-Provided Government Property" clause and the "List of Installation-Provided Property and Services" clause shall be made by the Contractor to the Contracting Officer in accordance with the current issue of JSCM 5151. "Support Contractor Handbook." The completion of forms needed to obtain support shall be accomplished by the Contractor.
2. If the Contractor requests property or services which are not available or cannot be made available from the Government to meet the Contractor's schedule needs, the requesting document will be canceled and returned to the Contractor. The Contractor will thereafter be responsible for acquiring the needed items or services.
3. If the Contractor initiates a transfer of accountability (DD Form 1149) from the Contractor to the Government, the Contractor shall continue to account for the property in question until Contractor receives notification that the form has been signed by the JSC Supply and Equipment Management Officer (SEMO) or his/her authorized representative. If the Contractor does not receive such notice in a reasonable time, the Contractor will make inquiry through the Property Administrator as to the status of the transfer.

(End of clause)

INSTALLATION PROVIDED SERVICES

1. Audiovisual: Presentation services, sound services, Release Print Film Library, Film Repository, and loan of audiovisual equipment.
2. Cafeteria: Cafeteria privileges for Contractor employees during JSC cafeteria normal operating hours.
3. Automatic Data Processing (ADP) Services: Generally, this includes access to large general-purposes computer systems, workstations, and the accessing media; i.e., terminals, printers, data communications, and consultation and training in the use of said systems. Unless otherwise specified in the contract, this does not include providing computer systems or ADP services for the Contractor business management, accounting, and administrative functions.
4. Communications: Telephones, Federal Telecommunication System (FTS) 2000 communications, telegraphic and facsimile services as required for official Government business. Direct distance dialing cannot be authorized. JSC will provide commercial toll service only when other service is not available. Such calls must be placed through the JSC operator. The Contractor shall use the Government telephones for OFFICIAL PURPOSES ONLY.
5. Transportation Services:
 - (a) Rigging and Heavy Lifting: For lifting of program hardware, including flight and supporting hardware (onsite only).
 - (b) Moving and Hauling: Moving services, such as moving and hauling for office moves and movement of large equipment (onsite only).
 - (c) Delivery: Delivery of supplies from the JSC Stores Stock Warehouse to onsite and offsite locations.
 - (d) Travel and Transportation: Taxi and shuttle bus service for Contractor employees within the parameters provided for Government employees.
 - (e) Government Bills of Lading: GBL's for shipment of Government property located onsite and offsite.
6. Disposal Services: Disposal services for excess onsite and offsite Contractor-held/Government-owned property.
7. Fabrication Services: Fabrication services such as machining, sheet metal and welding, electronics, metal finishing, model and plastics and precision cleaning.

8. Janitorial and Custodial: For Contractor personnel and facilities (onsite only).
9. Photography, Processing, and Closed-Circuit Television: For technical and scientific photography, photographic processing, photographic sciences, and closed-circuit television.
10. Pickup and Delivery of Official Mail: Within the Center and to and from the Albert Thomas Post Office, provided the mail is properly sealed and stamped. Such mail will be picked up or dropped from only one point as designated by JSC or, if preferred, JSC will provide a box in the central mailroom for the Contractor to pick up and deposit its mail.
11. Printing, Duplicating, and Microfilming/Microreproduction: For official needs except for payroll, accounting, and similar records.
12. Scientific and Technical Information (STI) Center: Use of STI Center facilities and research material, loan of its documents, and reference assistance. Classified information will be released only after a "need-to-know" has been substantiated, the individual requesting the information has been determined to be cleared to receive it and Contracting Officer approval has been obtained. Proprietary or confidential business information will not be made available.
13. Graphic Services: General and technical illustration work including charts and graphs.
14. Security:
 - General. For Contractor personnel and facilities (onsite only). (S/A 1369)
 - Background investigations. NASA will conduct the appropriate investigation for contractor personnel requiring access to NASA information systems or to NASA owned facilities in the performance of this contract. Access to NASA owned facilities is defined for this purpose as greater than six months.
15. Calibration Services: For instruments, standards, sensors, and measuring equipment for the physical sciences, communications, electrical/electronic, and gas (analytical) analysis fields.
16. Materials Analysis and Test Laboratory (MATL): For performing chemical and mechanical testing of externally treated fasteners and metallic raw materials.
17. Emergency and Ambulance service: For Contractor personnel on duty, to the extent available (onsite only).
18. Safety and Fire Protection: For Contractor personnel and facilities (onsite only).
19. First-Aid and Medical Treatment: For Contractor personnel injuries or illnesses sustained during onsite duty. Cases resulting in lost time

(requiring absence during the individual's following duty tour) or requiring the extended treatment will not be treated, and may be referred to the Contractor's designated physician.

20. Radiological: Advisory services, radiological safety analyses, education, film badge service, radioactive waste disposal, and licensing of radioactive materials.

21. Environmental Health: Advisory services, inspections, and education in the fields of industrial hygiene and sanitation.

22. Maintenance: Equipment provided for onsite use.

23. Interactive Supply Management System: Access to and use of this software system to aid in the requisitioning of supplies (onsite only).

24. Contractor Responsibilities:

The responsibilities of the Contractor as contemplated by paragraph (a) of the installation-Provided Government Property clause are defined in the following property management directives and installation supplements to these directives.

(a) NHB 4200.1, NASA Equipment Management Manual.

(b) NHB 4200.2, NASA Equipment Management System (NEMS) User's Guide for Property Custodians.

(c) NHB 4300.1, NASA Personal Property Disposal Manual.

(d) NHB 4100.1, NASA Materials Inventory Management Manual.

JSC will provide the Contractor with all applicable regulations, handbooks, and other materials that may be required.

(End of clause)

Personal Identity Verification of Contractor Personnel Procedures
PIV Card Issuance Procedures in accordance with FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel

FIPS 201 Appendix A graphically displays the following procedure for the issuance of a PIV credential.

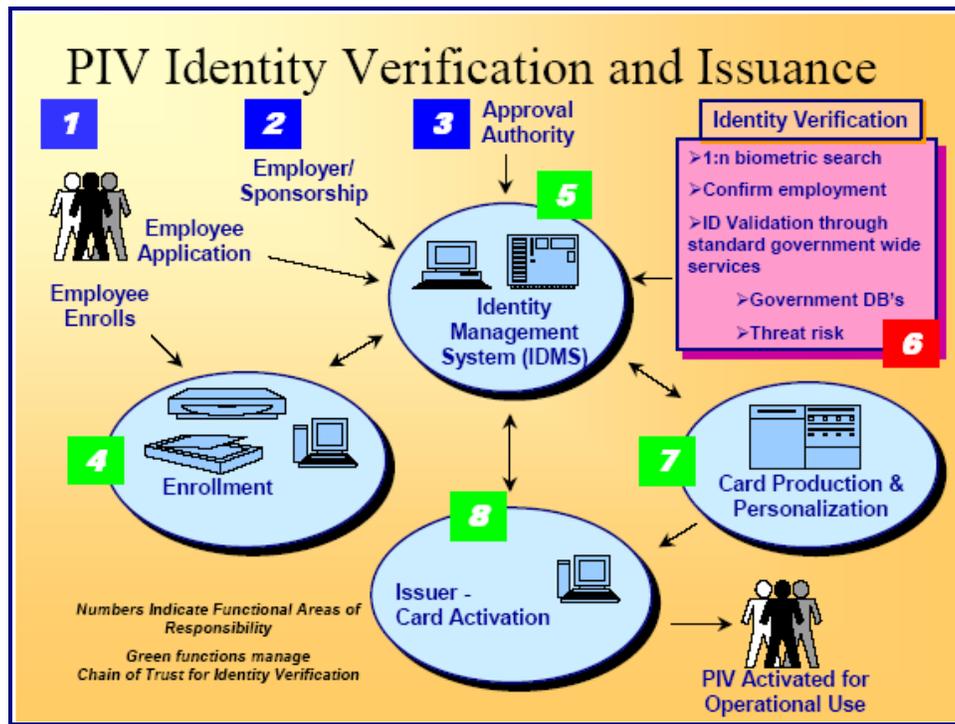


Figure A-1, FIPS 201, Appendix A

The following steps describe the procedures for the NASA Personal Identity Verification Card Issuance (PCI) of a PIV credential:

Step 1:

The Contractor’s Corporate Security Officer (CSO), Program Manager (PM), or Facility Security Officer (FSO) submits a formal letter that provides a list of contract employees (applicant) names requesting access to the NASA Contracting Officer’s Technical Representative (COTR). In the case of a foreign national applicant, approval through the NASA Foreign National Management System (NFMMS) must be obtained for the visit or assignment before any processing for a PIV credential can take place. Further, if the foreign national is not under a contract where a COTR has been officially designated, the foreign national will provide the information directly to their visit/assignment host, and the host sponsor will fulfill the duties of the COTR mentioned herein. In each case, the letter shall provide notification of the contract or foreign national employee’s (hereafter the “applicant”) full name (first, middle and last), social security number (SSN) or NASA

Foreign National Management System Visitor Number if the foreign national does not have a SSN, and date of birth. If the contract employee has a current satisfactorily completed National Agency Check with Inquiries (NACI) or an equivalent or higher degree of background investigation, the letter shall indicate the type of investigation, the agency completing the investigation, and date the investigation was completed. Also, the letter must specify the risk/sensitivity level associated with the position in which each applicant will be working (NPR 1600.1, §4.5 is germane) Further, the letter shall also acknowledge that contract employees may be denied access to NASA information or information systems based on an unsatisfactory background investigation/adjudication. .

After reviewing the letter for completeness and concurring with the risk/sensitivity levels, the COTR/host must forward the letter to the Center Chief of Security (CCS). The CCS shall review the OPM databases (e.g., DCII, PIP, et al.), and take appropriate steps to validate the applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary.

Applicants who do not currently possess the required level of background investigation shall be directed to the e-QIP web site to complete the necessary background investigation forms online. The CCS shall provide to the COTR/host information and instructions on how to access the e-QIP for each contract or foreign national employee requiring access

Step 2:

Upon acceptance of the letter/background information, the applicant will be advised that in order to complete the investigative process, he or she must appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I-9, Employment Eligibility Verification, one which must be a Federal¹ or State issued picture identification. Fingerprints will be taken at this time. The applicant must appear **no later than** the entry on duty date.

When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant will be used to create or update the applicant identity record in the Identity Management System (IDMS).

Step 3:

Upon the applicant's completion of the investigative document, the CCS reviews the information, and resolves discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. The CCS includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

¹ A non-PIV government identification badge, including the NASA Photo Identification Badge, MAY NOT BE USED for the original issuance of a PIV vetted credential

Step 4:

Prior to authorizing physical access of a contractor employee to a federally-controlled facility or access to a Federal information system, the CCS will ensure that a check has been performed with the National Crime Information Center (NCIC) and Interstate Identification Index. In the case of a foreign national, a national check of the Bureau of Immigration and Customs Enforcement (BICE) database will be performed for each applicant. If this process yields negative information, the CCS will immediately notify the COTR/host of the determination regarding access made by the CCS.

Step 5:

Upon receipt of the completed NAC, the CCS will update IDMS from the NAC portion of the NACI and indicate the result of the suitability determination. If an unsatisfactory suitability determination is rendered, the COTR will advise the contractor that the employee is being denied physical access to all federally-controlled facilities and Federal information systems.

Based on a favorable NAC and NCIC/III or BICE check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the COTR/host, will determine what physical access the applicant should be granted once the PIV issues the credential.

Step 6:

Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and instantiates the approved PIV card for the applicant with an activation date commensurate with the applicant's start date.

Step 7:

The applicant proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

The applicant provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9) documents. These documents **must** be the same documents submitted for registration.

The credential issuing operator will verify that the facial image, and optionally reference finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The applicant will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, et al.) may be modified to more accurately record the employee's information.

The applicant proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

**ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A COMPLETED
AND ADJUDICATED NAC AT THE TIME OF ENTRANCE ON DUTY**

Steps 1 through 4 shall be accomplished for all applicants in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated NAC portion of the NACI at the time of entrance on duty, the following interim procedures shall apply.

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of I-9 documents and completion of fingerprints, if not already accomplished. If the applicant fails to complete these activities as prescribed in NPR 1600.1 (Chapters 3 & 4), it may be considered as failure to meet the conditions required for physical access to a federally-controlled facility or access to a Federal information system, and result in denial of such access.
2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six months. If at the end of the six month period the NAC results have not been returned, the agency will at that time make a determination if an additional extension will be granted for the temporary identification card.
3. Upon return of the completed NAC, the process will continue from Step 5.

Kennedy Space Center

Section III: Kennedy Space Center on-site Provisions

KSC 52.204-90 SECURITY CONTROLS AT KSC (JAN 1992)

1. Identification of Employees

A. The contractor shall require each employee engaged on the work site to display NASA-furnished identification badges and special access badges at all times. The contractor shall obtain and submit badging request forms on each person employed or to be employed by the contractor under this contract. The contractor shall designate his own security and badging officials to act as points of contact for the KSC Security Office. Prior to proceeding with onsite performance, the contractor shall submit the following information to the NASA Internal Security Office, (SI-PSO-1), Kennedy Space Center.

- (i) Contract number and location of work site(s)
- (ii) Contract commencement and completion dates
- (iii) Status as prime or subcontractor
- (iv) Names of designated security and badging officials

B. Identification and badging of employees shall be accomplished as soon as practicable after award of the contract. During performance of the contract, the Contractor shall, upon termination of an employee, immediately deliver badges and/or passes issued to the employee to the NASA Internal Security Office. It is agreed and understood that all NASA identification badges/passes remain the property of NASA, and the Government reserves the right to invalidate such badges/passes at any time.

(End of clause)

2. Access to Controlled Areas within KSC

A. Certain areas within KSC have been designated as Controlled Areas. These are normally surrounded by fencing and have an entrance gate monitored by a guard or monitoring device. Access into such Areas is classified into "escorted" and "unescorted" access. For each employee for which the contractor desires to have unescorted access, the prescribed forms must be submitted to the NASA Internal Security Office. Due to the time required to process requests for unescorted access the contractor is advised to complete and submit the required forms as soon as practicable after contract award.

Within 14 working days after the receipt of the forms, the NASA Internal Security Office will determine whether the person is eligible for unescorted access.

B. The prime Contractor is responsible for providing escort services for any of his employees and/or any subcontractor employees who are not eligible for unescorted access.

C. All requests for unescorted access by subcontractors will be submitted through the prime Contractor for forwarding to the NASA Internal Security Office.

(End of clause)

KSC 52.247-100 NOTICE TO CARRIER (FEB 1990)

Upon arrival at KSC, the carrier's Agent will report to the Transportation Officer, NASA, BOC Warehouse, Bldg. M6-744. The Transportation Officer will assign a Support contractor's delivery employee to accompany the Agent to the final delivery point.

(End of clause)

KSC 52.247-97 SHIPPING INSTRUCTIONS (FOREIGN PURCHASES) (FEB 1990)

SHIP BY: U.S. Customs Bonded Carrier

SHIP TO: Transportation Officer, NASA
BOC Warehouse, Building M6-744
Kennedy Space Center FL 32899
C/O U.S. Customs Office
Port Canaveral FL

(End of clause)

KSC 52.247-94 MARKING INSTRUCTIONS - CONTRACTOR ACQUIRED EQUIPMENT (SEP 1990)

Inbound shipments to the Contractor of contractor acquired equipment and parts from all sources for the account of the Government shall be consigned to and marked as follows:

Transportation Officer, NASA
EG&G Florida, Inc., Bldg. M6-698
Kennedy Space Center, FL 32899

Mark for: _____ *

*Contractor to insert the name, code and address of the consignee and, if appropriate, identifying contract or order number.

NOTE: (On shipments of explosives, propellants, dangerous and potentially hazardous items via motor carrier, the contractor shall require the carrier to call KSC Transportation Management Section, phone 407-867-3240, immediately prior to arrival, in order to receive instructions as to the exact unloading point within the Kennedy Space Center.)

(End of clause)

KSC 52. 247-92 MARKING INSTRUCTIONS (FEB 1990)

Transportation Officer, NASA
BOC Warehouse, Building N6-744
Kennedy Space Center, Florida 32899

In addition, special marks or ultimate consignee will be shown as:

Marked For: Ultimate Consignee
 Mail Code _____
 Building # _____
 Contract # _____

(End of clause)

**KSC 52.242-90 CONTROLS APPLICABLE TO CONTRACTOR'S
 ACTIVITIES (JUNE 1994)**

The below listed Kennedy Space Center publications and subsequent revisions thereof are applicable to this contract and are incorporated herein by reference. These issuances prescribe regulatory procedural criteria which are applicable to the contractor. The contractor, upon receipt of notice of noncompliance with any provisions of the below listed publications from the Contracting Officer or his representatives, shall promptly take corrective action.

KSC 1200.1A "Management of Facilities, Systems & Equipment w/ch. 35 Handbook"

KMI 1310.1F "Unescorted Access and Personnel Reliability Program"

KHB 1610.1A "KSC Security Handbook"

KHB 1610.2 "Personnel Security Handbook" w/ch. 1

KMI 1610.2D "Photography and Photography Identification"

KHB 1710.2B "Kennedy space Center Safety Practices w/ch. 8 Handbook"

KMI 1710.13G "Technical Operating Procedures Policy"

KHB 1711.1C "Reporting and Investigation of Mishaps" w/ch 5

AI 1800. 2A "KSC Hazard Communication Program"

KMI 1860. IC "KSC Radiation Protection Program"

KMI 1870.1 "KSC Sanitation and Pollution Control Program"

KMI 2410.2D "Information Resources Management"

KHB 4000.1C "Supply Support System Manual, Part 5, w/ch. 3 Equipment Management"

KMI 7110,1D "Centerwide Manpower Reports"

KHB 8800.7A "Hazardous Waster Management

KMI 8800.7A "Management of Hazardous Waste for Compliance, Handling, Treatment and Disposal/Reclamation"

KMI 8810.1 D "Excavation/Subsurface Permit Process"

KHB 8810.1D "Processing and Approving Excavation Permits"

GP-509G "Contractor/User Safety Program Criteria"

GP-1098C "KSC Ground Operations Safety Plan" (Volume I&II) w/changes

(End of clause)

KSC 52.236-127

R.F. RESTRICTIONS DURING CONSTRUCTION (FEB 1992)

1. Through the Contracting Officer, the Contractor will be required to meet the provisions of Kennedy Management Instruction 2570.1E "KSC Radio Frequency Management" dated 4/29/91, following documents referenced therein:

- (a) NASA Management Instruction 5104.2
- (b) NASA Radio Frequency Management Manual
- (c) NASA Management Instruction 2570.2B (Radio Frequency Management)

2. During periods of special testing on Kennedy Space Center and at the Cape Canaveral Air Force Station, he may be required to cease radiating on any radio equipment he may be utilizing at the time.

3. Any construction equipment utilized by the successful bidder which may be causing radio frequency interference will be required to shut down during special tests. NASA will utilize its frequency analysis equipment to determine the interference.

(End of clause)

KSC 52.227-90

**MANAGEMENT AND PROTECTION OF DATA OF THIRD PARTIES
(MAR 1992)**

1. In performance of this contract, it is anticipated that the Contractor may have access to, be furnished, use, or generate the following types of data (recorded information):

(a) data of third parties bearing limited rights or restricted rights notices submitted either to NASA or directly to the Contractor; or

(b) other data of third parties which NASA has agreed to handle under protective arrangements; or

(c) data generated by NASA or the Contractor for third parties which NASA intends to control the use and dissemination thereof until delivered to the third parties.

2. In order to protect the interests of the Government and the interests of other owners of such data, the Contractor agrees with respect to data in category (a) above, and with respect to any data in categories (b) and (c) when so identified by the Contracting Officer, to:

(a) use and disclose such data only to the extent necessary to perform the work required under this contract, with particular emphasis on restricting the data to employees having a "need to know":

(b) preclude disclosure of such data outside Contractor's organization performing work under this contract without written consent of the Contracting Officer; and

(c) return or dispose of such data as directed by the Contracting Officer, or the furnishing third party owner, when such data is no longer needed for contract performance.

(End of clause)

KSC 52.223-95 REPORTING OF MISHAPS (JUL 1992)

The Contractor shall immediately report to the Director of Safety, Reliability and Quality Assurance, and the cognizant Contracting Officer (by telephone if possible) accidents and incidents which result in serious personal injuries or death and/or substantial damage to KSC resources, equipment or facilities used or occupied by the Contractor. Prepare and submit a NASA Mishap Report (NASA Form 1627, unshaded blocks) to the KSC Safety Operations Division, Payloads and Industrial Safety Branch (RT-SAF-2), within one working day, covering all known circumstances of the mishap. The follow-up completion of the NASA Form should be submitted within 10 working days.

Guidance in reporting mishaps shall be obtained from the Contracting Officer.

(End of clause)

KSC 52.223-93 OCCUPATIONAL HEALTH (FEB 1992)

1. Occupational Health Service

The medical services set forth in KMI 1810.1F entitled KSC Occupational Medicine and Environmental Health Program, dated September 17, 1991, will be provided to the contractor by the Government to the extent that there will not be any restriction of the employees' rights under applicable Workmen's Compensation statutory provisions.

Information from records generated as a result of rendition of these medical services may be obtained from the Director, Biomedical Operations and Research Office/MD upon written request.

2. Health Examinations and Physical Requirements Standards

The contractor shall provide the following data to the Director Biomedical Operations and Research Office/MD:

(a) A breakdown of the various health examinations required in support of this contract; providing type, frequency, and a roster of personnel affected.

(b) The applicable physical requirements standards for personnel certification, if the Contractor has physical requirement standards which are stricter than the applicable KSC (Federal) standards; otherwise the KSC (Federal) physical requirements standards are applicable to this contract.

(End of clause)

KSC 223-91

GENERAL SAFETY AND ACCIDENT PREVENTION (FEB 1992)

The Contractor will be required to participate in the KSC Safety Program. The primary safety and health responsibility will be with the prime Contractor, and will include the following:

1. Maintaining continuous surveillance of Industrial Safety Operations in the Contractor' s contractual areas for detection and correction of unsafe practices and conditions
2. Providing a safety staff to ensure that working conditions and practices in areas of contract responsibility are maintained in a safe manner.
3. Coordinating with the KSC Safety Operations Division (RT-SAF) on all matters pertaining to accident prevention, whether between the Contractor and other contractors, or NASA elements and the Contractor.

4. Submitting a written safety program (Plan) stating how the Contractor will implement the Safety program to the Director of Safety, Reliability, and Quality Assurance, for review and approval in accordance with the Data Requirement List (DRL) shown in the contract. The Safety Plan should be written in accordance with KSC GP-509F, "Contractor/User Safety Program Guidelines."
5. Submitting a Monthly Safety Summary Report in accordance with the DRD shown in the contract. Information should contain (as a minimum) items listed in Section V, KSC GP-509F.
6. Ensuring that Contractor employees are provided with and use safety clothing and equipment for hazardous operations. Responsibility for "furnishing" this clothing and equipment lies with the Contractor, except when otherwise authorized by contract or any revisions thereof
7. Complying with KMI 1710,1G, dated September 5, 1991, entitled Safety, Reliability and Quality Assurance Programs, and the safety and health provisions contained therein, but not limited to, documents shown in a listing issued by the Director of Safety, Reliability, and Quality Assurance.
8. Complying with KMI 1710.13F, dated May 19, 1988, entitled Technical Operating Procedures Policy, for all operations performed at KSC and ESMC 27-1, Range Safety Manual for all operations performed on CCAFS by the Contractor.
9. Notifying the KSC Safety Operations Division (RT-SAF) immediately when contacted by personnel from the Department of Labor. Furnishing the KSC Safety Office copies of all correspondence reports relating to inspection performed under the Occupational Safety and Health Standards by the Department of Labor.
10. Furnishing a written report to the KSC Safety office of all deficiencies with equipment facilities in violation of the Occupational Safety and Health Standards which are under their contract SOW.
11. The Contractor agrees to insert this clause, including this paragraph 11 and any applicable Schedule Provisions, with appropriate changes of designations of the parties, in subcontracts of every tier unless the Contracting Officer makes a written determination of exemption from this clause.

Nothing herein shall be construed as imposing upon the Contractor any duty to assure or otherwise assume responsibility for the safe operations of any other contractor or their subcontractor performing work on behalf of the Government at

the John F. Kennedy Space Center or for the personal safety of the representatives or employees of any such other contractors or subcontractors.

(End of clause)

KSC 52.212-91 DELIVERY INSTRUCTIONS (FEB 1991)

Deliveries must be made to the receiving activity located in Building M6-698, PGO Transportation Warehouse, John F. Kennedy Space Center, Florida. Unless the Contracting Officer has authorized deliveries to be made at other times because of an emergency requirement, vendor deliveries will be accepted only during normal operating hours which are from 07:20 a.m. to 03:30 p.m. daily excepting Saturdays, Sundays and legal holidays.

(End of clause)

KSC 52.212-90 CONSIGNMENT ADDRESS

Ship To: Transportation Officer
PGOC Transportation Warehouse
Building M6-698
Attn: Harold Fish, NASA QA Representative
Kennedy Space Center, Florida 32899

Note: See Section D for special marking instructions that may be required.

(End of clause)

KSC 52. 209-90 PERMITS AND LICENSES (FEB 1990)

The Contractor shall procure and keep effective all necessary permits and licenses required by the Federal, state, or local Government or subdivision thereof, or of any other duly constituted public authority in performance of the work unless otherwise directed by the Contracting Officer, and shall obey and abide by all applicable laws, regulations or ordinances.

(End of clause)

NFS 18-52.247-71 PROTECTION OF THE FLORIDA MANATEE (March 1989)

NFS 18-52.247-71 PROTECTION OF THE FLORIDA MANATEE (March 1989)

1. Pursuant to the Endangered Species Act of 1973 (Pub. L. 93-205), as amended, and the Marine Mammals Protection Act of 1972 (Pub. L. 92-522), the Florida Manatee (*Trichechus Manatus*) has been designated an endangered species, and the Banana and Indian Rivers within and adjacent to NASA's Kennedy Space Center (KSC) have been designated as a critical habitat of the Florida Manatee.
2. Contractor personnel involved in vessels operations, dockside work, and selected disassembly functions shall be provided training relative to (1) habits and characteristics of the Florida Manatee, (2) provisions of the applicable laws, (3) personal liability of workers under the laws, and (4) operational restrictions imposed by KSC.
3. All vessel operations shall be conducted within the posed speed restrictions, and vessels shall be operated at minimum controllable speeds in all KSC waters. Shallow-water operations are prohibited.
4. Training will be conducted by personnel of the U.S. Fish and Wildlife Service (USFWS). The Contractor agrees to cooperate with the USFWS by allowing access at reasonable times and places (including shipboard) to USFWS personnel, and by making available such contractor personnel as are required to have the training. Arrangements for training will be made as follows:
 - (a) For personnel involved in tug, barge, or marine operations, through the Lockheed Space Operations Contractor, Transportation Coordination Center, Kennedy Space Center, Florida, telephone (407) 867-5330.
 - (b) For all other personnel, through the Systems Training and Employee Development Branch, Code PM-TNG, telephone (407) 867-2737.
5. The Contractor shall incorporate the provisions of this clause in applicable subcontracts (including vendor deliveries).

(End of clause)

LEWIS RESEARCH CENTER

Section IV: Lewis Research Center On-Site Provisions

1. BADGES

All Contractor personnel having a need to enter areas of the Lewis Research Center or Plum Brook Station shall have an identification badge or pass. This badge or pass shall be obtained at the entrance of the Lewis Research Center or Plum Brook Station. In addition to the requirements contained herein, the Contractor shall comply with LeRC management instruction LMI 1900 3, Managing Conduct Issues Affecting the Center, incorporated herein by reference and made a part hereof.

Permanent On-Site Contractors (picture badged employees)

(a) The on-site company supervisor will notify the Main Gate Badge Clerk at PABX 3-2206 when a new employee is reporting to work. The Badge Clerk will give the company supervisor specific instructions as to how the new employee will be badged, photographed, fingerprinted, etc.

(b) When an employee terminates and/or resigns employment, the company supervisor will issue to the employee NASA Form c10087, Non-NASA Separation Clearance Record. The company supervisor or his designee will be responsible for making an inquiry of all offices listed on the form to see if the employee has any outstanding Government items. The employee will then take this form to all offices that list he/she has outstanding items. The employees last stop is for the return of their Government issued I.D. badge.

(c) Company supervisors are to ensure that the terminated and/or resigned employee has returned his/her badge to the Main Gate Badge Clerk. Final clearance of a Contractor upon completion of a contract will depend in part upon the accounting for all badges issued to employees during the performance of the contract. It should be recognized that security badges are Government Property and any alteration or misuse of these badges may be Prosecuted as a violation of Section 499, Title 18. U S. Code.

Construction Contractors (non-picture badged employees)

(a) The Contractor's on-site supervisor shall comply with the Badge and Property Regulations (NASA Form C-421) a copy of which will be given the

Contractor's supervisors at the time of the Construction Site Showing. The Badge and Property Regulations are quoted below:

(b) The following regulations have been adopted governing the control of contractors' Badges at the Lewis Research Center.

1. Ensure that each company employee is in possession of NASA Form C-9975 prior to reporting to work for badging purposes. Employees not in possession of the above mentioned form will be delayed at the gate until such time as the company supervisor/foreman or his representative reports to the Main Gate with the appropriate paperwork for badging.
2. Report lost badges immediately.
3. Upon termination of duties, each employee's badge will be collected and returned to the Main Gate Sergeant by the Contractor supervisor/foreman. Final clearance of a Contractor upon completion of a contract will depend in part upon the accounting for all badges issued to employees during the performance of the contract. It should be recognized that security badges are Government property and any alternation or misuse of these badges may be prosecuted as a violation of Section 499, Title 18, U.S. Code.

(End of clause)

2. NASA-OWNED PROPERTY

(a) The term "NASA-Owned Property" refers to all controlled (tagged) equipment, library property, security badges, computer passwords and other materials furnished by the Government during the course of the contract.

(b) The Contractor shall ensure that all NASA-Owned Property issued to its employees is returned and in satisfactory condition upon termination of an employee's duties. In cases where accountability for the Property is transferred from one employee to another, the NASA Equipment Management System (NEMS) Control office of the Logistics Management Division must be notified. At the completion of the Government contract, all Property will be returned, and the contract value will be adjusted for any Property not accounted for.

(c) When access to Federal computer systems has been granted, the Contractor shall ensure that its employees comply with the clause of the contract entitled ADP SECURITY (LeRC 52.204-94) (Aug 1987).

(End of clause)

3. EMERGENCIES

(a) The Contractor shall ensure that its employees are informed that Emergency, Fire, Medical, Safety, and Security assistance can be summoned by Dialing "911" on the center's PABX telephone system. Emergencies are defined as incidents involving serious personal injury or damage that causes a possible hazardous condition. or any incidents that require immediate attention of the Plant Protection Department or Security. All other medical treatment is the responsibility of the Contractor.

(b) For incidents not classified as an emergency, contractor personnel shall be instructed to immediately notify the Lewis Research Center Space Station Representative at _____ (rather than dialing "911") in the event of an accident involving either personal injury or damage to property whether public or private, including damage to motor vehicles. They shall cooperate fully with the Government Accident Investigator and the Center Accident Investigation Board. This cooperation shall include interviews at the accident site and/or at a Board meeting.

(c) The Chairman of the appropriate Accident Investigation Board will notify the contractor through the COTR as to the date and time and location of the Board meeting. The Board meetings will be held between the hours of 8:15 a.m. and 4:45 p.m. regular work days Monday through Friday.

(d) For Contractor duties where continuous manning of posts is mandatory during a work shift, the contractor shall provide substitute personnel as required for manning these posts during the meeting of the Accident Investigation Boards.

(End of clause)

4. TRAFFIC

(a) The Contractor agrees to comply, and agrees to require that all of its personnel will comply with all posted traffic signs, signals and instructions of personnel assigned for traffic control and parking purposes and with the provisions of LMI 1735.1C, incorporated herein by reference and made a part hereof.

(b) The Government reserves the right to bar from the Lewis Research Center any Contractor employee who has failed to comply with any such signs, signals, instructions and the provisions of LMI 1735.1C. The period of the bar shall be as determined appropriate by the Contracting Officer subject to the provisions of LMI 1735.1C paragraph 9, with the exception that the words

"BARRED FROM THE CENTER" be substituted for "SUSPENSION". The Contracting Officer will notify the Contractor in writing, setting forth the name(s) of the affected employee(s) and the time period(s) of the bar(s).

No action by the Government in barring any Contractor employee from the Lewis Research Center shall be the basis for any claim whatever by the Contractor under this contract, nor shall it excuse the Contractor from complying with any provision of this contract.

(End of clause)

5. ON-SITE STANDARDS OF CONDUCT

(a) The Contractor's entry onto the Center shall be pursuant to fulfilling its contractual obligations, and any related activities thereto. Contractor personnel gaining access to Lewis facilities are required to certify that they meet the minimum ethical standards for entry onto a Government facility. Falsification of this certification could lead to criminal prosecution.

(b) The Contractor agrees to comply, and agrees to require that all of its personnel will comply with all applicable Federal and State statutes and regulations, NASA Management Instructions (NMI'S), Lewis Management Instructions (LMI'S), and other regulations pertaining to personal conduct while on-site. Any conduct prejudicial to the efficient operation of the Center shall be cause for removal from the Center.

(End of clause)

6. PROHIBITION OF FIREARMS

Firearms or weapons of any kind are strictly prohibited at the Lewis Research Center.

(End of clause)

7. SECURITY INCIDENTS

Theft of Property, Bomb threats, malicious damage and any other threat or violent situations shall be immediately reported to the Security Office.

(End of clause)

8. PROPERTY PASSES

A Property Pass (NASA Form C-702) is required for the removal of all Contractor owned property and equipment and must be presented to the gate guard upon exit. This form can be obtained from the COTR or inspector and must contain a complete description of the materials/equipment being removed. Material relating to a specific contract or purchase order must be identified by insertion of the appropriate contract/purchase order number on the pass by the inspector.

(End of clause)

9. AFTER-HOUR ACCESS

During normal working hours, 7:00 a.m. to 5:30 p.m. Monday through Friday, the guards at the gates will permit your entrance and departure. At any other time (other than normal hours), advance clearance is required, and may be obtained through the Lewis/Plum Brook COTR or Inspector who will then make the request to the Main Gate Sergeant PABX 3-2204 at Lewis and 3-3221 at Plum Brook. After-hour clearances as approved by the COTR Inspector are certification to the guards as authority for admittance of a Contractor during off hours, including Saturdays, Sundays, and Holidays.

(End of clause)

MARSHALL SPACE FLIGHT CENTER

Section V: Marshall Space Flight Center On-Site Provisions

LIST OF INSTALLATION-PROVIDED PROPERTY AND SERVICES (18-52.245-77) (MAR 1989)

1. Office space, work area space, and utilities as identified by NAS8-50001 (f) The Contractor shall use Government telephones for official purposes only. Pay telephone stations are available for the convenience and use of employees in making unofficial calls, both local and long distance.
2. General- and special-purpose equipment, including office furniture.
 - (a) Equipment to be made available to the Contractor for use in performance of this contract on-site and at such other locations as approved by the Contracting Officer is listed in Contract Attachment Government-Furnished Property. The Government retains accountability for this property under the Installation-Provided Government Property clause, regardless of its authorized location.
 - (b) If the Contractor acquires property as a direct cost under this contract, this property also shall become accountable to the Government upon its entry into the NASA Equipment Management System (NEMS) in accordance with the property-reporting requirements of this contract.
 - (c) The Contractor shall not bring on-site for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.
3. Supplies from stores stock.
4. Publications and blank forms stocked by the installation.
5. Safety and fire protection for Contractor personnel and facilities.
6. Installation services.
7. Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

8. Cafeteria privileges for Contractor employees during normal operating hours.
9. Building maintenance for facilities occupied by Contractor personnel (see Consolidated Facilities Contract NAS8-50001(F)).
10. Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services shall be provided on-site, as approved by the Contracting Officer.
11. The responsibilities of the Contractor as contemplated by paragraph (a) of the Installation-Provided Government Property clause are defined in Consolidated Facilities Contract NAS8-50001(F) and the following management directives and installation supplements to these Directives:

(End of clause)

**CONTRACTOR EMPLOYEE BADGING AND EMPLOYMENT TERMINATION CLEARANCE
(MSFC--52.204-90) (JAN. 1989)**

1. It is anticipated that performance of the requirements of this contract will require employee access to and picture badging by the Marshall Space Flight Center. Contractor requests for badging of employees shall be by MSFC Form 1739, Visit Request and Badge Application Card. Requests for badging shall be submitted to the attention of the appointed Contracting Officer Technical Representative for completion and approval prior to staffing by the MSFC Security Division.
2. The Contractor shall establish procedures to ensure that each badged employee is properly cleared in accordance with MSFC Form 383-1, "Contractor Employee Clearance Document," prior to finalization of employment termination.
3. Requests for copies of MSFC Forms 383-1, and 1739 shall be directed to the MSFC Security Division, Marshall Space Flight Center, Alabama 35812.

(End of clause)

REGULATIONS AND SECURITY CONTROLS AT OFF-SITE LOCATIONS (CC)

1. The Contractor shall be required to perform effort described in the contract Statement of Work at locations other than their facilities. At these facilities, the Contractor must adhere to the regulations and security controls of the Government Agency operating the off-site location. As a minimum, the Contractor must designate security and badging identification officials and display identification badges. When issued, Government identification badges become the property of the Government and the Government reserves the right to invalidate such badges at any time. During performance of the contract, the Contractor shall, upon termination of an employee, immediately deliver such employee's identification badge to the appropriate security office.

2. If required by the visiting site, Contract Security Classification Specifications Forms shall be provided for security classified visits prior to Contractor personnel being permitted access to the secured sites.

(End of clause)

SUPPORT OF FIELD PERSONNEL

1. The Contractor shall provide, at the Contractor furnished primary place of performance, adequate office space and office equipment to accommodate 6-10 resident Government personnel which are deemed necessary to the contract by the Contracting Officer and/or the COTR, designated pursuant to the clause of this contract entitled, "G.3 TECHNICAL DIRECTION."

2. The Government will provide adequate office space and equipment, warehouse, work areas, shop facilities and supporting services to Contractor personnel required to be located at a Government or associated Contractor-operated facility for the proper performance of the work and services to be furnished under this contract.

(End of clause)

**OBSERVANCE OF REGULATIONS (AT NASA AND OTHER GOVERNMENT LOCATIONS)
(CC)**

In performing in any capacity while on-site at NASA or other Government locations the Contractor shall comply with all applicable regulations and procedures. Copies of applicable NASA regulations and procedures will be available upon request from the Contracting Officer

(End of clause)

ASBESTOS MATERIAL (MSFC--52.223-90) (JUL 1988)

During performance of this contract, Contractor personnel performing work in MSFC buildings may come in contact with materials containing asbestos. MSFC Buildings 4200, 4201, 4202, 4610, 4663 and 4666 contain a sprayed-on fire insulation on or above the ceiling and usually located on the metal or concrete structure of the buildings. Prior to disturbing this material in any manner, representatives of the Environmental Health Office, an office within the MSFC Medical Center, must be notified to provide guidance. Other buildings may contain asbestos insulation in piping and lagging. Contractor shall be responsible for ensuring that all Contractor personnel working on-site are made aware of and comply with this clause.

(End of clause)

[END OF SECTION]