

**Appendix 3**  
**Applicable KSC Policies and**  
**Procedures**

**For**

**Kennedy Space Center Integrated**  
**Communications Services (KICS)**

The following policies and procedures apply only to work performed at KSC:

**NASA DIRECTIVES**

NPD 1040.4	NASA Continuity of Operations
NPD 1440.6	NASA Records Management
NPG 1441.1	NASA Records Retention Schedules
NPG 1620.1	Security Procedures and Guidelines
NPG 1820.1	Hearing Conservation
NPG 2810.1	Security of Information Technology
NPD 2810.1	Security of Information Technology
NPD 2820.1	NASA Software Policies
NPD 4100.1	Supply Support and Material Management Policy
NPG 4100.1	NASA Materials Inventory Management Manual
NPD 4200.1	Equipment Management
NPG 4200.1	NASA Equipment Management Manual
NPG 4200.2	Equipment Management Manual for Property Custodians
NPD 4300.1	NASA Personal Property Disposal Policy
NPG 4300.1	NASA Personal Property Disposal Procedures and Guidelines
NPD 6000.1	Transportation Management
NPG 6000.1E	Requirements for Packaging, Handling and Transportation of Equipment and Associated Components
NPG 6200.1A	NASA Transportation and General Traffic Management
NPG 7120.5	NASA Program and Project Management Processes and Requirements
NPG 8000.4	Risk Management Procedures and Guidelines
NPG 8621.1	NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping
NPD 8621.1	NASA Mishap and Close-Call Reporting, Investigating, and Recordkeeping
NPD 8700.1	NASA Policy for Safety and Mission Success
NPD 8710.2	NASA Safety and Health Program Policy
NPG 8715.3	NASA Safety Manual
NPD 8720.1	NASA Reliability and Maintainability (R&M) Program Policy
NPG 8735.1	Procedures for Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories
NPD 9501.3	Earned Value Management

**NASA STANDARDS**

NASA-STD-8729.1	Planning, Developing, and Managing and Effective Reliability and Maintainability (R&M) Program
NASA-STD-2804	Minimum Interoperability Software
NASA-STD-2805	Minimum Hardware Configurations

NASA-STD-2810	Unix Interoperability
NASA-STD-8719.11	NASA Safety Standard for Fire Protection

**KENNEDY MANAGEMENT INSTRUCTIONS**

KMI 1150.24	Boards, Committees, Working Groups, and Panels
KMI 1200.1	Management of KSC Facilities, Systems and Equipment
KMI 1216.1	Smoke-Free Workplace
KMI 1420.1	KSC Forms Management Program
KMI 1440.1	KSC Records Management and Vital Records Program
KMI 1490.2	Printing, Duplication, Micrographics and Office Copier Services
KMI 1530.1	KSC Mail Management Program and Locator Directory
KMI 1590.2	KSC Bulletin, Bulletin Boards and Hallway Displays
KMI 1800.1	Environmental Health Program
KMI 1800.2	KSC Hazard Communication Program
KMI 1810.1	KSC Occupational Medicine Program
KMI 1860.1	KSC Radiation Protection Program
KMI 3792.1	KSC Employee Assistance Program
KMI 8800.8	KSC Environmental Management
KNPD 8700.1	KSC Safety and Mission Assurance Policy Directive

**KENNEDY HANDBOOKS**

JHB 2000	Consolidated Comprehensive Emergency Management Plan
KHB 1200.1	Facilities, Systems and Equipment Management Handbook
KHB 1610.1	KSC Security Handbook
KHB 1710.2	Kennedy Space Center Safety Practices Handbook, Volumes 1 & 2
KHB 1820.3	KSC Hearing Conservation Program
KHB 1820.4	Respiratory Protection Program
KHB 1840.1	Industrial Hygiene Handbook
KHB 1860.1	KSC Ionizing Radiation Protection Program
KHB 1860.2	KSC Non-Ionizing Radiation Protection Program
KHB 1870.1	KSC Sanitation and Pollution Control Program
KHB 2540.1	KSC Telecommunications Services
KHB 2570.1	KSC Radio Frequency Spectrum Management Handbook
KHB 3410.1	Implementing Instructions for KSC Systems, Safety and Skills Training, and for Certification of Personnel
KHB 4000.1	Supply Support System Manual, Part 5, Equipment Management
KHB 5310.1	Reliability, Maintainability, and Quality Assurance Handbook
KHB 6000.1	Transportation Support System Handbook
KHB 8800.6	KSC Environmental Control Handbook
KHB 8800.7	Hazardous Waste Management

**KENNEDY GENERAL PROCEDURES**

GP-14-2	Facilities Utilization Charts, NASA Facilities at KSC, CCAF, and PAFB
GP-14-3	Facilities Space Control Document, Single Wide Trailers/Boxcars
GP-60-3	Automated Support Requirements System Handbook
GP-435 Vol. 1 & 2	Engineering Drawing Practices
JDP-KSC-P-3014	Generic Emergency Procedures Document
KNPD 1800.2	KSC Hazard Communication Program
KNPG 1840.19	Industrial Hygiene Programs
KNPG 2810.1	Defining Baseline IT Security Requirements That Have Been Left to Center Discretion
KNPG 2810.2	Vulnerability Disposition

**OTHER POLICIES AND PROCEDURES**

	Chief Information Officer (CIO) Executive Notices
KSC-DE-512-SM	Guide for Design Engineering of GSE
KSC-STD-E-0021	KSC Telecommunication Premises Distribution Systems, Design of, Standard for
KSC-DF-107	DE Technical Document Style Guide
RCC 501-89	Range Commanders' Council (RCC) Handbook

**POLICIES ISSUANCES EXTERNAL TO KSC**

ESMC Regulation 127-1	Range Safety Manual
ESMC Regulation 160-1	Radiation Protection Program
29 CFR 1960	OSHA
29 CFR 1910	OSHA
ISO 9001	Quality Management Systems - Requirements
VPP OSHA TED 8.1a	Revised Voluntary Protection Programs (VPP) Policies and Procedures Manual

**AIR FORCE PUBLICATIONS**

AFI 21-101	Foreign Object Damage (FOD) Prevention Program
AFI 32-9002	Use of Real Property Facilities
AFI 33-117	Visual Information Management
AFI 91-204	Investigating and Reporting U.S. Air Force Mishaps

**45th SPACE WING PUBLICATIONS**

45SW 13-206	Range Scheduling
45SW 33-104	Visual Information Management
45SW 99-101	45SW Mission Program Documents

**RANGE OPERATING INSTRUCTIONS**

ROI 01-01	Range Operating Instructions
ROI 01-01-01	Site Verification of ROI Mailing
ROI 01-02	Reacceptance Procedures for Range Instrumentation
ROI 01-03	Station Designators
ROI 01-04	ER Range Conference Nets
ROI 01-05	Operational Configuration Control Philosophy
ROI 01-06	Range Time Standardization
ROI 01-07	Minor Range Support
ROI 01-08	Downgrading Scheduling or Launch Information After DOD or NASA Release
ROI 01-10	Coordination with Range Users During Operations
ROI 01-12	Visits to Range Instrumentation Sites
ROI 01-13	Instrumentation Coverage Plans
ROI 01-14	Requesting Emergency Maintenance Assistance for Communications, Electronic, Meteorological Equipment
ROI 01-15	Processed Data Delivery Schedules
ROI 01-16	The Electronic Security System (ESS) and Resources Protection Alarm System (RPAS) - Electronic Component Subset of Physical Security Program (PSP)
ROI 01-19	Network Operating Procedures During Unmanned Space Flights
ROI 01-20	Range Scheduling Operation Notification Responsibility
ROI 01-21	System Access
ROI 01-23	Scheduling Downtime for Maintenance
ROI 01-24	Range Turnaround Time
ROI 01-25	Relaying Countdown and Operations Information
ROI 01-29	Range Control Officer (RCO) Responsibilities
ROI 01-30	Expedite Operations Requirements Processing
ROI 01-32	Range Instrumentation Systems Controller
ROI 01-33	In-flight Advisories of Vehicle Flight Performance
ROI 01-36	Network Operating Procedures During Manned Space Flights
ROI 01-39	Scheduling of Pre-launch Instrumentation Checkout and Calibration Operations
ROI 01-40	Control and Operation of Instrumentation Nets
ROI 01-44	Use of Unaccepted Equipment, Systems or Configurations
ROI 01-45	Range Reconfiguration Time for Navy Missions
ROI 02-02	Range Countdown

**RANGE OPERATING INSTRUCTIONS (continued)**

ROI 02-04	Operations Control Instructions
ROI 03-01-01	Operation Logs
ROI 03-01-04	Reporting Range Status During an Operation
ROI 03-01-05	Launch Instrumentation Performance Analysis
ROI 03-02-10	Preliminary Operation Report
ROI 03-03-01	Pre-Operational Instrumentation Checks
ROI 03-03-04	ER Equipment Status Reporting System
ROI 03-04	Notification of Weather Warnings and Weather Advisories
ROI 03-05	Reporting Operation Termination/Extension Status
ROI 09-01	Handling of Film Products for DOD Launch Operations Requiring Special Handling
ROI 09-02	Handling of Film Products for DOD Launch Anomalies During Classified Operations
ROI 12-01-14	Optical Tracking Central Computer Operating and Reporting Procedures
ROI 12-04-01	Manual Audit Trails for Instrumentation Computers
ROI 14-08-01	Closed-Circuit Television (CCTV) Unit Operating Procedures
ROI 14-08-02	Range Safety Video and Vertical Skyscreen Designators

The following policies and procedures are for reference when performing work at KSC:

KMI 2520.1	Operation and Maintenance, Use and Configuration Control of KSC Operational Intercommunications Systems (OIS)
KMI 6000.2	Aircraft Overflight and Helicopter Landing at Kennedy Space Center
KMI 6730.3	Examination and Licensing of KSC Special or Heavy Equipment Operators
KHB 5310.9	KSC Ground Systems Safety and Reliability Analyses
KHB 8040.2	KSC Configuration Management Policy and TM Handbook
KHB 8040.4	Payloads Configuration Handbook
KHB 8040.5	Engineering Development Configuration Management Handbook
KPD 8610.5	Security Plan for Space Shuttle Orbiter Vehicle Landing Sites/Airfields
K-STSM-14.1	Launch Site Accommodations Handbook for STS Payloads
K-STSM-14.2.1	KSC Cargo Facility Contamination Control Plan
79K09579	Organizational Level OMD Identification List for Cargo Facilities, Systems, and Equipment
NSTS 22206	Requirements for Preparation and Approval of Failure Modes and Effects Analysis and Critical Items List
NSTS 08117	Certification of Flight Readiness Requirements
SSP 50108	Certification of Flight Readiness for Space Station

The following KSC Shelf-Master SPECSINTACT specifications should be used when performing work at KSC:

16700	Basic Premise Distribution System PDS Requirements
16701	Communication/Equipment Rooms and Entrance Facilities
16702	Outside Cable Plant – Fiber
16703	Outside Cable Plant – Copper
16704	Premise Wiring System
16705	Timing and Countdown System
16725	Audio Cable Systems
16801	Paging and Area Warning System (PAWS)
16802	Broadband Communication Distribution System (BCDS)