No.	Task / Description	Responsible Organization
1.0	**Purpose and Scope**	
1.1	The Purpose of this Operational Agreement (OA) is a delineation of detailed interfaces not specifically identified in existing NASA processes or procedures associated with, receipt, delivery, and issuance of Government Property (GP) or Government Furnished Property (GFP) between Amentum Services, Inc. (Amentum), Kennedy Propellants and Life Support Services II Contract (KPLSS II) *80KSC020D0008* and PAE-SGT Partners LLC (PSP) Base Operations and Spaceport Services Contract (BOSS) *80KSC018C0017* acting as the Center Logistics Contractor (CLC).	BOSS / KPLSS II
1.2	The scope of this OA is limited to KPLSS II GFP, and new acquisitions generated by KPLSS II, that the government has/will have title to upon delivery or acceptance. Any process outlined in this OA is in accordance and authorized by the Associate Contractor Agreement (ACA) between Amentum and PSP dated 10/01/2020.	BOSS / KPLSS II
1.3	Either party of this OA may initiate revisions or modifications at any time. The initiating party is responsible for ensuring coordination between all involved parties, arranging review meetings, and obtaining the appropriate approvals. This agreement cannot add scope or violate contractual requirements.	BOSS / KPLSS II

2.0	**General**	
2.1	The hours of operation for Central Supply, M6-0744 are Monday-Friday 0700–1530 hours. Vendor/Supplier delivery times shall be communicated by KPLSS II to only occur during the hours of operation. Ship to address: Central Supply Building M6-0744 Kennedy Space Center Florida 32899 Escort phone number: 321-749-0320 KPLSS II is responsible for Badging all vendors/suppliers who do not require escort.	KPLSS II
2.2	Non-government-owned property (Corporate/Contractor) will not be processed through CLC Receiving. Misdirected shipments will be picked up by KPLSS II Logistics within 2 business hours of notification. Notifications to KPLSS II after 1400 hours will be processed the following business day.	KPLSS II
2.3	Any deliveries to the CLC after 1400 hours will not be processed until the following business day.	BOSS

2.4	KPLSS II customer pickups of items directly from M6-0744 is not authorized except in extenuating circumstances. If a customer pickup is required, it shall be identified at the time of reservation. KPLSS II Logistics shall pre-coordinate the pickup with the CLC Receiving/Warehouse Supervisor or designee (see Section 10) at least one hour prior to arrival. Staging and meeting the end user will be outside the CLC receiving or warehouse area whenever possible.	KPLSS II

3.0	**Receiving Process**	
3.1	KPLSS II will provide an Advance Notice communication by email to KSC-DL-BOSS-Receiving ksc-dl-boss-receiving@mail.nasa.gov a minimum of 5 business days prior to all expected inbound shipments marked for M6-0744. The notice shall include: Purchase Order number, estimated delivery date, and tracking information if known. For replenishment of material intended for inventory, the SMS item number must be identified. For equipment meeting NASA tagging requirements, the information identified in 4.3 Property Process must be included on the Advance Notice communication.	BOSS / KPLSS II
3.2	The CLC shall use KPLSS II Maximo to complete GP receipt in-checking activities to include: 1) Creation of Freight Chit 2) Receipt of the item(s) in the Receiving Module. 3) Material and/or stock items that are to reside in the KPLSS II inventory will also be processed with a Goods Receipt in the Supply Management System (SMS) database. 4) Local stock numbers will be assigned when a new item of inventory is identified. 5) If replenishment of an existing item of inventory is required, it must be noted on the Advanced Notification i.e., PO, DD1149 or DD250.	BOSS / KPLSS II
3.2.1	If the item is oversized or hazardous and requires a delivery location other than M6-0744, KPLSS II must include this information on the Advanced Notice communication tied to the PO or equivalent document. This process will only occur to reduce the number of times an item is required to be handled, i.e., item requires a crane to lift from transporter, CLC Receiving will arrange delivery to the destination site, and process receipt data after the fact. There must be a KPLSS II end-user at the destination site to sign for the item(s).	BOSS / KPLSS II
3.2.2	Any discrepancies relative to an inbound shipment shall be coordinated through the CLC Transportation Management Office (TMO) ksc-dl-boss-tmo@mail.nasa.gov and KPLSS II Procurement personnel. The TMO will provide photos of damaged freight from carriers and vendors but will not be responsible for filing any claims. For vendor damage, the packing list will be provided to	BOSS / KPLSS II

	KPLSS II if available, or at a minimum, a photo of the shipping label will be provided. Photos will be provided via ksc-KPLSS-log@mail.nasa.gov.	
3.2.3	Any discrepancies/non-conformances relative to the PO or equivalent document (i.e., incorrect part numbers, descriptions, quantity, etc.) shall be treated as a Report of Discrepancy (ROD), and the Buyer of Record notified. The shipment will be "frustrated" until the discrepancy is resolved. If a resolution is not made in a reasonable time (i.e., 2 working days), the issue will be elevated to CLC and KPLSS II Management.	BOSS / KPLSS II
3.2.4	If a quality inspection is identified on any line item on the PO or equivalent document, CLC Receiving will contact KPLSS II Logistics ksc-KPLSS-log@mail.nasa.gov. KPLSS II will advise CLC Receiving that an item is acceptable. Quality and Safety documentation, i.e., Certificate of Conformance (C of C), Acceptance Data Packages (ADP) and Safety Data Sheets, will be sent to mail code: KPLSS-001.	BOSS / KPLSS II
3.2.5	Following receipt of goods, all items will be marked for delivery to the end user or storage location, as directed by the delivery remarks on the PO or equivalent document.	BOSS
3.2.6	Once material/inventory has been issued, any return of items to the CLC must be documented on KSC Form 7-49, Purchase Request (Supplies/Equipment or Property Turn-In). KPLSS II is responsible for providing transport/movement of item(s) to the CLC.	KPLSS II
3.2.7	Movement of items on center, apart from initial delivery, and items requiring off-site shipping via a Request for Shipping, will be accomplished by KPLSS II. Any inventory items requiring calibration, cleaning, etc., will be issued to KPLSS II via a reservation in SMS. Delivery to on-site lab(s) for calibration or cleaning, and return of item to inventory, will be accomplished by KPLSS II. Any return documentation/certifications will be maintained by KPLSS II.	KPLSS II

4.0	**Property Process**	
4.1	BOSS shall use the KSC Minimum Standard Sensitive Items List provided by the KSC Supply and Equipment Management Officer (SEMO), and the Criteria for Equipment Control at KSC, to identify tagging requirements upon receipt.	BOSS
4.2	All records for tagged IAGP equipment and IAGP material items shall be created upon receipt, and input into the NASA System Application and Products (SAP) Database. Specifically, the NASA Property, Plant & Equipment System "Equipment" and the Supply Management System (SMS).	BOSS
4.3	Equipment that does not meet the threshold for ECN/RFID tagging but does meet the criteria as Administratively Controlled	BOSS / KPLSS II

	Equipment (ACE), will be affixed with an NF1517 by BOSS. It is the KPLSS II property custodian's responsibility to then record/track the items on their ACE tracking tool.	
4.4	Information to create Equipment Master Records (EMR) must be supplied by KPLSS II in the Advance Notification tied to the specific PO or equivalent document. CLC must have the following included in the Advanced Notification, in order to accomplish record creation: • *Custodian (Name/Account)* • *End User* • *Building and Room Number where the item will be located* Equipment will be frustrated by the CLC if any information is not provided. KPLSS II will address missing information within 2 days of receipt, or the issue will be elevated to KPLSS II and BOSS Management.	BOSS / KPLSS II
4.5	If identification and tagging cannot be accomplished during the receiving process due to certain physical characteristics, such as cleanliness or access to the equipment, CLC Property Specialists shall accomplish the identification requirements in the designated location, in coordination with the equipment recipient and KPLSS II Property. For questions concerning property issues, the CLC will contact KPLSS II Logistics.	BOSS / KPLSS II
4.6	If equipment items are sent directly to the customer (i.e., NIST catalog purchases, etc.), it is the responsibility of KPLSS II to request tagging support via EQUIPMENT, or via the NASA Property Management Office (PMO) mailbox.	KPLSS II
4.7	KPLSS II equipment will be inventoried by the CLC based on a written schedule provided by the SEMO. KPLSS II is to resolve all discrepancies from the annual inventory of tagged IAGP equipment and cyclical inventories of KPLSS II Material.	KPLSS II
4.8	KPLSS II material will be inventoried by the CLC based on the criteria outlined in NP 4100.1F, NASA Supply Support and Material Management. Results will be submitted to the NASA Supply Officer. Adjustments to the inventory will be accomplished by the CLC and the Supply Officer.	BOSS

5.0	**Delivery Process**	
5.1	CLC Delivery will transport equipment/packages to the stated End User and location including the KPLSS II Life Support Building (M6-0490), as identified on the receiving and/or Reservation documentation and obtain an electronic acceptance signature. An SMS Pick Ticket for each reservation will be included with each issue from KPLSS II inventory. The CLC will also include an Issue Authorization document from BOSS Maximo to capture end user	BOSS / KPLSS II

	electronic signatures as receipt of item	
5.1.1	If an acceptance signature is unattainable from the KPLSS II designated Requester, CLC Delivery may obtain a signature from any individual within the area/location. If no one is available to accept the delivery, the document will be annotated "Delivery Attempted" with the date, and the package returned to the CLC Delivery Lead/Supervisor. A second attempt for delivery will be made the following day. If no receipt signature is available, then CLC Delivery will annotate the "2nd Attempt (date)", return the package to M6-0744, and contact KPLSS II Logistics at ksc-KPLSS-log@mail.nasa.gov for disposition.	BOSS / KPLSS II

6.0	**Inventory Reservation Process**	
6.1	Reservations shall be identified by KPLSS II Logistics after review of SMS and Maximo data	KPLSS II

	At a minimum, the following information must be supplied, in a spreadsheet format sent to KSC-DL-BOSS-Materials-Requirements-Notification via e-mail (do NOT embed the request as part of the body of the e-mail):
	• SMS Material #
	• Full description of item
	• Quantity required
	• POC (Name and phone number)
	• Location to be delivered –BLDG # Room #, detailed description if required
	  ○ Work Order – if applicable
	  ○ Required by Delivery Date
	
	Only the Requester will receive an acknowledgement of receipt and a second email that the items have been issued from inventory.
		KPLSS II

6.2	Any inventory discrepancies will be identified to KPLSS II for assistance in the resolution of any issues.	BOSS / KPLSS II
6.3	BOSS will satisfy all reservations within 2 business days if no discrepancies require attention.	BOSS

7.0	**Return of Unused Inventory**	
7.1	Only material in its original configuration may be returned to inventory. To return material, KPLSS II will use KSC 7-49. The stock number or SMS item number must be annotated, in addition to other pertinent information on the form. KPLSS II will submit completed forms to ksc-dl-boss-warehouse@mail.nasa.gov	KPLSS II
7.1	Materials and parts without a valid SMS record shall remain with KPLSS II until record is established and location identified by BOSS. BOSS shall identify the completion of the SMS record and	

	KPLSS II can deliver.	
7.2	BOSS shall process 7-49's typically within 10 business days for items.	

8.0	**Request for Shipping**	
8.1	All requests for shipping will follow the criteria and instructions on KSC Form 248, Request for Shipping. KPLSS II may submit hard copies to the address listed on the form or submit electronically via the RFS application in BOSS Maximo.	KPLSS II
8.2	BOSS shall identify the need for additional data and/or documentation to the requestor to support shipping request within 2 business days.	BOSS
8.3	Once the KSC Form 248, Request for Shipping is completed by KPLSS II and validated by BOSS, pick-up and shipment by BOSS will be completed within 5 business days (dependent on complexity, export control, third party shipper, etc.).	BOSS

9.0	**Request for Excess**	
9.1	All requests for the excess Government property shall be addressed in the SAP Equipment module. KPLSS II will provide advance notice to the BOSS warehouse DL ksc-dl-boss-warehouse@mail.nasa.gov and for excess of material from inventory.	KPLSS II
9.2	Excess pick-up is typically within 30 business days.	BOSS
9.3	The status of excess pick-up's can be found at the BOSS Program Site: https://boss.ksc.nasa.gov/Default/Logistics/PropertyDisposal/default.aspx	

10.0 Key Points of Contact

Name	Function	Phone	Email*
[redacted]	BOSS Logistics Operations Manager	321-747-6756	
[redacted]	BOSS Receiving and Delivery	321-867-6092	
[redacted]	BOSS Inventory Management	321-289-2957	
[redacted]	BOSS Excess Management	321-867-9596	
[redacted]	BOSS Property Management	321-289-8410	
[redacted]	[redacted] Logistics Supervisor	321-961-1923	

[redacted]	KPLSS II Logistics		
[redacted]	KPLSS II Logistics		
[redacted]	Amentum Procurement		[redacted]
*All personnel email information is located in the KSC Global			

KPLSS II Contract: **BOSS Contract:**

Functional Working Group Approval Signatures:

[redacted]

Company: Amentum Services, Inc. Company: PAE/SGT Partners

Leadership Group Approval Signatures:

[redacted]

KPLSS II
Amentum Services, Inc.

BOSS
PAE-SGT Partners (PSP)