

**Title: Logistics Support and Interfaces
for Receiving, Shipping, Delivery,
and Government Property**

Number: OA-BOSS-LASSO II-01

Revision: Basic

Date: 01/05/2023

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 Engineering Research Corporation (ERC) on the LASSO II contract 80KSC022CA010 and Amentum Spaceport LLC Base Operations and Spaceport Services Contract (BOSS) 80KSC018C0017 acting as the Center Logistics Contractor (CLC).	BOSS / LASSO II
1.2	The scope of this OA is limited to receiving, property, inventory, delivery, and shipping. Any process outlined in this OA is in accordance and authorized by the Associate Contractor Agreement (ACA) between ERC and Amentum Spaceport LLC dated 02/14/2023.	BOSS/ LASSO 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/ LASSO II
1.4	The scope of this OA is limited to LASSO II GFP, and new acquisitions generated by LASSO II, that the government retains title upon delivery or acceptance. Any process outlined in this OA is in accordance and authorized by the Associate Contractor Agreement (ACA) between ESC and Amentum Spaceport LLC dated 12/06/2023.	BOSS/ LASSO 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 LASSO II to only occur during the hours of operation. Ship to address: Central Supply, Building M6-0744 Kennedy Space Center Florida 32899. Vendors/Suppliers requiring escorted access to the Receiving dock should be given the following escort phone number: 321-749-0320. LASSO II is responsible for Badging all vendors/suppliers who do not require escort.	LASSO II
2.2	Non-NASA funded procurements (i.e., ERC corporate) shall not come through the CLC. LASSO II will be notified of misdirected shipments and will be picked up by LASSO II Logistics within 2 hours of notification.	LASSO II
2.3	Any deliveries to the CLC after 1400 hours will not be processed until the following business day.	BOSS
2.4	LASSO II customer pickups (hand carry) of items directly from M6-0744 shall be limited. If a customer pickup is required, LASSO II Logistics shall pre-coordinate the pickup with the CLC Receiving/Warehouse Supervisor or designee at least one hour prior to arrival. Staging and meeting the end user will be outside the CLC receiving or warehouse area whenever possible.	LASSO II

3.0	Receiving Process	
3.1	BOSS will deliver all packages addressed to LASSO II, LASSO, CRCA or LASSO LABS (etc.) to the Cleaning, Refurbishment, and Chemical Analysis (CRCA) facility K6-1696, room 1324. Gas cylinders will be delivered to the K-bottle farm on the east end of K6-1696 but paperwork documenting the delivery must be provided to LASSO Logistics in room 1324. In specific instances, such as for high priority items or items requiring special handling, LASSO II may notify BOSS receiving at ksc-dl-boss-receiving@mail.nasa.gov prior to the expected arrival date at M6-0744.	BOSS/ LASSO II

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3.2 For oversized or hazardous items that require a delivery location other than M6-0744, LASSO II must provide advance notice. CLC Receiving will arrange delivery to the destination site and obtain a signature from a LASSO II employee to document delivery.	BOSS/ LASSO II
3.3 LASSO II will verify accuracy of package contents by ensuring the purchase order, packing slip, and physical contents match and are the correct part number and quantity, in undamaged condition, and that any supporting documentation is included per ERC procedures.	LASSO II
3.4 Any discrepancies identified by LASSO II receiving will be reported to the ERC buyer for resolution. Discrepancies include inaccurate quantities with no indication of backorder, incorrect part numbers, damaged parts, and missing documentation. Requesters can decide to accept incorrect part numbers or material with minor damage where they determine their end requirement is still met.	LASSO II
3.5 Movement of items on center, apart from initial delivery, and items requiring off-site shipping via a Request for Shipping, will be accomplished by LASSO II. Any return documentation/ certifications will be maintained by LASSO II.	LASSO II

4.0	Property Process	
4.1	LASSO will notify BOSS when items received by LASSO meet 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, and require tagging.	BOSS / LASSO II
4.2	BOSS will create records for tagged IAGP equipment and IAGP material items upon LASSO notification and receipt of required documentation. Input into the NASA System Application and Products (SAP) Database. Specifically, the NASA Property, Plant & Equipment System "Equipment" and the Supply Management System (SMS) will be performed by BOSS.	BOSS
4.3	Information to create Equipment Master Records (EMR) to be supplied by LASSO II include: <i>Custodian (Name/Account)</i> <i>End User</i> <i>Building and Room Number where the item will be located</i> <i>Purchase Order</i> <i>DD250 or DD1149</i>	BOSS / LASSO II
4.4	It is the responsibility of LASSO II to request tagging support via EQUIPMENT, or via the NASA Property Management Office (PMO) mailbox.	LASSO II
4.5	LASSO II equipment will be inventoried by the CLC based on a written schedule provided by the SEMO. LASSO II is to resolve all discrepancies from the annual inventory of tagged IAGP equipment.	LASSO II
4.6	LASSO II material will be inventoried by the CLC based on the criteria outlined in NPR 4100.1 (latest revision), 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 Cleaning, Refurbishment, and Chemical Analysis (CRCA) facility K6-1696, room 1324, unless requested by LASSO II logistics to take specific items to an alternative delivery location. BOSS will utilize the BOSS Maximo Freight Chit application to generate documentation to obtain an acceptance signature.	BOSS / LASSO II

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5.1.1	If an acceptance signature is unattainable from the LASSO II Logistics, 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 "2 nd Attempt (date)", return the package to M6-0744, and contact perry.c.king@nasa.gov	BOSS / LASSO II

6.0	Issue, Ordering, and Return of Inventory	
6.1	LASSO II will request issue or return of Storeroom materials via email to ksc-dl-boss-materials-requirements-notification@mail.nasa.gov . Issue requests shall include the following fields: SMS number, Item number, Description, Manufacturer, Model, Work Order (if applicable), From Bin, Quantity, and Delivery location & Person. BOSS will deliver requested inventory materials the same day if practical or the next day.	BOSS/ LASSO II
6.2	LASSO II is responsible for level monitoring in SMS and ordering Storeroom material to maintain adequate inventory levels at the BOSS Warehouse. LASSO II is responsible for any material that is delivered to the CRCA that will be managed in SMS. All material must be accompanied by the same information identified in section 6.1.	LASSO II
6.2	Only material in its original configuration may be returned to inventory. To return material, LASSO II will use KSC 7-49. LASSO II will submit completed forms to ksc-dl-boss-warehouse@mail.nasa.gov . BOSS will pick up the materials from K6-1696, room 1324. Return requests shall include the following fields: SMS number, NSN, Bin number, Description, Manufacturer, Part/Model number, Quantity, Unit, Unit Cost, Total Cost.	BOSS/ LASSO II

7.0	Request for Shipping	
7.1	All requests for shipping will follow the criteria and instructions on KSC Form 7-248, Request for Shipping.	LASSO II

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BOSS Contract

LASSO II Contract

Functional Working Group Approval Signatures



Sr. Manager, Logistics Operations

Maintenance and Support Services Manager...



Contracts Manager

Program Manager, ERC