

**Title: Logistics Support and Interfaces
for Non-Medical Government Property
and Ergonomic Furniture**

Number: OA-BOSS-NEMCON -01

Revision: Basic

Date: 10/01/2020

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 HSG, LLC, NASA Environmental and Medical Contract (NEMCON) 80KSC020D0023 and PAE-SGT Partners LLC (PSP) Base Operations and Spaceport Services Contract (BOSS) 80KSC018C0017 acting as the Center Logistics Contractor (CLC).	BOSS / NEMCON
1.2	The scope of this OA is limited to Non-Medical acquisitions, and Non-Medical Government Furnished Property (GFP) generated and held by NEMCON 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 HSG, LLC and PSP dated 10/01/2020.	BOSS / NEMCON
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 / NEMCON

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 NEMCON 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. NEMCON is responsible for Badging all vendors/suppliers who do not require escort.	NEMCON
2.2	Medical items, equipment or Corporate procurements shall not come through the CLC. NEMCON will be notified of misdirected shipments and will be picked up by NEMCON Logistics within 2 hours of notification.	NEMCON
2.3	Any deliveries to the CLC after 1400 hours will not be processed until the following business day.	BOSS
2.4	NEMCON customer pickups (hand carry) of items directly from M6-0744 shall be limited. If a customer pickup is required, NEMCON 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.	NEMCON

3.0	Receiving Process	
3.1	NEMCON will provide an Advance Notice communication and/or hard copies of the Non-Medical Purchase Orders 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 or the POs shall include: Purchase Order number as necessary, estimated delivery date, and tracking information if known, delivery instructions to include End User name and location for delivery (Bldg. and Room #) For equipment meeting NASA tagging requirements, the information identified in 4.3 Property Process must be	BOSS / NEMCON

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	included on the Advance Notice communication.	
3.2	The CLC shall use NEMCON Maximo to complete GP receipt in-checking activities to include Receipt of the item(s) in the Receiving Module when available. If information is unavailable in Maximo, the CLC will receive to hard copies of the PO and inform NEMCON larry.a.carter@nasa.gov when complete. Material and/or stock items that are to reside in the NEMCON inventory will also be processed with a Goods Receipt in the Supply Management System (SMS) database. Local stock numbers will be assigned if a National Stock Number (NSN) is not identified on the PO. If replenishment of an existing stock number is required, it must be noted on the receiving documentation i.e. PO, DD1149 or DD250.	BOSS / NEMCON
3.2.1	If the item is oversized or hazardous and requires a delivery location other than M6-0744, NEMCON must include this information on the Advanced Notice communication tied to the PO or equivalent document. CLC Receiving will arrange delivery to the destination site, and process receipt data after the fact. There must be a NEMCON end-user at the destination site to sign for the item(s).	BOSS / NEMCON
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 NEMCON Procurement KSC-DL-MES-Procurement. 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 NEMCON if available, or at a minimum, a photo of the shipping label will be provided. Photos will be provided to larry.a.carter@nasa.gov	BOSS / NEMCON
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 NEMCON Management.	BOSS / NEMCON
3.2.4	If a quality inspection is identified on any line item on the PO or equivalent document, CLC Receiving will contact NEMCON larry.a.carter@nasa.gov . NEMCON 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 NEMCON Safety Office (Michael Runion) at Mail Code:	BOSS / NEMCON
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). NEMCON is responsible for providing transport/movement of item(s) to the CLC.	NEMCON

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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 NEMCON. Any inventory items requiring calibration, cleaning, etc., will be issued to NEMCON 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 NEMCON. Any return documentation/certifications will be maintained by NEMCON.	NEMCON
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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 ACE equipment, will be affixed with an NF1517 by BOSS. It is the property custodian's responsibility to then record/track the items on their ACE tracking tool.	BOSS / NEMCON
4.4	Information to create Equipment Master Records (EMR) must be supplied by NEMCON 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: <i>Custodian (Name/Account)</i> <i>End User</i> <i>Building and Room Number where the item will be located</i> Equipment will be frustrated by the CLC if any information is not provided. NEMCON will address missing information within 2 days of receipt, or the issue will be elevated to NEMCON and BOSS Management.	BOSS / NEMCON
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 NEMCON Property. For questions concerning property issues, the CLC will contact Larry Carter, NEMCON Property Manager larry.a.carter@nasa.gov	BOSS / NEMCON
4.6	If equipment items are sent directly to the customer (i.e. NEST catalog purchases), it is the responsibility of NEMCON to request tagging support via EQUIPMENT, or via the NASA Property Management Office (PMO) mailbox.	NEMCON
4.7	NEMCON equipment will be inventoried by the CLC based on a written schedule provided by the SEMO. NEMCON is to resolve all discrepancies from the annual inventory of tagged IAGP equipment.	NEMCON
4.8	NEMCON 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
4.9	NEMCON will manage all medical (NEMCON PWS 2.0) materials and supplies	NEMCON

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	ordering, receipt, processing and management.	
5.0	Delivery Process	
5.1	CLC Delivery will transport equipment/packages to the stated End User and location, as identified on the PO and/or Advance Notification email. BOSS will utilize the BOSS Maximo Freight Chit application to generate documentation to obtain an acceptance signature.	BOSS / NEMCON
5.1.1	If an acceptance signature is unattainable from the NEMCON 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 "2 nd Attempt (date)", return the package to M6-0744, and contact larry.a.carter@nasa.gov .	BOSS / NEMCON
5.1.2	The CLC will send a weekly delivery report, identifying PO line items that were delivered or placed into inventory. The report shall include the name of the individual that accepted the delivery and the location of delivery. The report will be sent to the NEMCON Property Office larry.a.carter@nasa.gov	BOSS
6.0	Return of Unused Inventory	
6.1	Only material in its original configuration may be returned to inventory. To return material, NEMCON will use KSC 7-49. The stock number or SMS item number must be annotated, in addition to other pertinent information on the form. NEMCON will submit completed forms to ksc-dl-boss-warehouse@mail.nasa.gov	NEMCON
7.0	Request for Shipping	
7.1	All requests for shipping will follow the criteria and instructions on KSC Form 248, Request for Shipping. NEMCON may submit hard copies to the address listed on the form or submit electronically via the RFS application in BOSS Maximo.	NEMCON
8.0	Ergonomic Furniture Interfaces	
8.1	BOSS will receive, assemble, relocate and deliver government owned ergonomic furniture for NASA and Associate Contractors on KSC proper based on Ergonomic Reports supplied by NEMCON.	BOSS/ NEMCON
8.2	NEMCON will retain management of the Ergonomic Recycle Program. - BOSS will pick up, label, warehouse and excess recycled items when notified by NEMCON. - The inventory of recycled items will be maintained by NEMCON in a share folder with write permissions to BOSS. This will allow updates by both contracts to maintain accuracy of the recycle inventory. - NEMCON will have access to the Ergo Furniture location at M6-0744 to evaluate recycled items for future issue	BOSS/ NEMCON

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8.2.1	Ergonomic report attachments and implementation requests, that identify individual, company and location that will receive ergo items will be sent by NEMCON to BOSS Furniture distribution list KSC-DL-BOSS-Furniture@mail.nasa.gov	BOSS/ NEMCON
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BOSS Contract:

NEMCON Contract:

Functional Working Group Approval Signatures:

Operations Manager, Logistics
BOSS
PSP

Property Manager
NEMCON
HSG, LLC

Leadership Group Approval Signatures:

Title
Contract Name
Company

Operations Manager
HSG, LLC