

Kennedy NASA Procedural Requirements

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Responsible Office: Spaceport Integration and Services

KSC TRANSPORTATION SUPPORT SYSTEM MANUAL

**National Aeronautics and
Space Administration**

John F. Kennedy Space Center

Change Log

Date	Revision	Description
9/19/12	A	<p>Revised to effect many administrative changes (mail codes, organizations, etc.) as well as the following significant modifications:</p> <ol style="list-style-type: none"> 1. Add the link to Terminal Facilities Guide 2. Remove sections due to termination of function within Center Operations, i.e. Passports, Passenger Travel, etc. 3. Remove sections due to transfer of function to NSSC, i.e. house-hold shipments 4. Modify section regarding Government Bill of Lading (GBL) as GBLs are no longer used for domestic shipping, only international 5. Remove examples that are outdated and illegible 6. Document modified to affect all applicable contractors
9/21/16	A-1	<p>Revised to incorporate administrative changes due to KSC reorganization: Changed Responsible Office from Center Operations to Spaceport Integration and Services and Appendix H updated phone numbers.</p>
9/5/17	A-2	<p>Expiration date extended to allow extra time to complete edits to the document, ensure it is in the correct format, issue a Center-wide review, and prepare and route the signature package.</p>
12/14/17	B	<ol style="list-style-type: none"> 1. Added Unified Facilities Criteria 4-860-03 Railroad Track Maintenance and Safety Standards 2. Removed one responsibility of the KSC TO 3. Removed contractor name 4. Deleted requirement for the KSC TO to maintain the register of ocean shipments arranged by NASA and cost-reimbursable contractors 5. Clarified requirements regarding over, short, and damaged freight 6. Clarified the responsibilities of the TO related to Special Aircraft Services 7. Added information for NASA commercial partners wishing to use the Shuttle Landing Facility 8. Changed the notification process for movement of railcars 9. Changed the responsibilities of the KSC Railroad Manager 10. Added text in Chapter 5 to further clarify the responsibilities and use of Government-owned or Government-leased motor vehicles 11. Text added to incorporate the SAAM Request Worksheet 12. Deleted Instructions for Completing Airlift Request Through SRS – replaced by SAAM Worksheet 13. Updated Appendix G – Points of Contact 14. Added Appendix H – Frequently Asked Questions 15. Removed hyperlinks throughout the document 16. Added referenced forms to Preface Section P.4

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PREFACE

P.1 PURPOSE

This Kennedy Space Center (KSC) National Aeronautics and Space Administration (NASA) Procedural Requirement (KNPR) document sets forth the transportation and general traffic management responsibilities and procedures governing the use of commercial and Government transportation systems unique to KSC.

P.2 APPLICABILITY

a. This directive applies to all KSC organizational elements, to their associated contractors to the extent specified in the respective contracts, and to other NASA organizations and other Government agencies that use the KSC Transportation System. Activities at the KSC Resident Office, Vandenberg Air Force Base, California, are excluded in those areas covered by existing agreements between NASA and the United States Air Force (USAF).

b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

- a. NASA Procedural Directive (NPD) 6000.1, Transportation Management
- b. NASA Procedural Requirements (NPR) 6000.1, Requirements for Packaging, Handling, and Requirements
- c. NPR 6200.1, NASA Transportation and General Traffic Management
- d. Kennedy NASA Policy Directive (KNPD) 1860.1, KSC Radiation Protection Program

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. Public Law 97-446, Convention on Cultural Property Implementation Act
- b. Federal Acquisition Regulations (FAR), Parts 42, 47 (2.1)
- c. Code of Federal Regulations (CFR), Titles 10, 15, 19, 41, 47, 49
- d. Federal Motor Carrier Safety Administration (FMCSA), Part 392.9
- e. KNPR 1600.1, KSC Security Procedural Requirements
- f. Kennedy Documented Procedure (KDP)-P-1788, Customs Support - Exports
- g. KDP-KSC-P-2236, KSC Ordnance Life Cycle

- h. KDP-KSC-P-1284, Assignment, Use, Maintenance and Turn-In of General Services Administration (GSA) Vehicles
- i. KDP-KSC-P-6000.1, Request for Government Owned Vehicles License Plates
- j. NASA Standard (NASA-STD) 8719.12, Section 5.54, Safety Standard for Explosives, Propellants, and Pyrotechnics
- k. ENG-I-BP01, Vehicle Transit Permitting Process
- l. Department of Defense (DD) Form 11-49, Requisition and Invoice/Shipping Document
- m. GSA Standard Form (SF)91, Motor Vehicle Accident Report
- n. GSA SF94, Statement of Witness
- o. GSA SF1627, Fleet Vehicle Accident Kit
- p. NASA KSC Form KSC 7-248, Request for Shipping Document
- q. NASA KSC Form DD43-1149, KSC Requisition and Invoice/Shipping Document
- r. KSC Form 7-490, KSC Vehicle Use Record
- s. KSC Form 50-173, NASA (Federal) License Plate Request
- t. NASA Official Fleet Management Handbook
- u. International Civil Aviation Organization, Technical Instructions for the Safe Transport of Dangerous Goods by Air
- v. International Air Transport Association, Dangerous Goods Regulations
- w. Unified Facilities Criteria (UFC) 4-860-03 Railroad Track Maintenance & Safety Standards

P.5 MEASUREMENT/VERIFICATION

None.

P.6 CANCELLATION

KNPR 6000.1, Revision A-2, KSC Transportation Support System Manual, dated September 19, 2012.

/original signed by/

Nancy P. Bray
Director, Spaceport Integration and Services

Distribution: TechDoc Library

CHAPTER 1. RESPONSIBILITIES

1.1 Center Director

The Center Director shall appoint a qualified individual to serve as the Center Transportation Officer (TO) to supervise KSC's assigned Government and commercial traffic management functions.

The Center Director shall assure policies and controls are established to ensure that the appointed TO serves as a technical representative in procurements involving the acquisition of transportation assets, as set forth in NPR 6200.1.

1.2 Transportation Officer

The KSC TO shall:

- a. Serve as technical advisor to the Center Director for all transportation and traffic management activities and serve as the focal point for all transportation and traffic management functions at the Center.
- b. Ensure the efficient operation of traffic management activities within the Center in accordance with NPR 6200.1 and other applicable references.
- c. Maintain a current Terminal Facilities Guide in accordance with NPR 6200.1.
- d. Provide the Contracting Officers with advice and assistance regarding transportation matters as needed for solicitation, awards, and the administration, modification, and termination of contracts, including the movement of Government property to, from, and between plants of contractors and subcontractors, as provided in the FAR.
- e. Provide Contracting Officers with advice and assistance, including freight rates, transportation costs, time in transit, port capabilities, transportability, preservation, packaging, packing, parts protection standards, coordination of transportation related to contract terms, and other matters relating to the movement of materials.
- f. Approve the use of applicable transportation appropriation codes by the transportation office of any KSC contractor with shipping or receiving capability. Current appropriation codes are found at Job Aids Shipping Codes.
- g. Ensure all liaisons in tracing, locating, and expediting urgently required KSC shipments or those delayed while in transit by commercial carriers.
- h. Implement NASA Headquarters routing instructions at KSC while ensuring compliance with all Federal, state, and international regulations.
- i. Ensure compliance with all regulations and instructions governing the safe transportation of hazardous materials.
- j. Approve signatures on all United States (U.S.) Customs and Border Patrol (CBP) clearance documentation and the oversight of prompt disposition of all shipments received from or shipped to foreign countries.

- k. Authorize certification of material imported under Public Law 97-446 and ensure all U.S. Customs documentation and reports are properly prepared in accordance with established NASA and CBP procedures and regulations, including CFR Title 15 and CFR Title 19.
- l. Work with the Radiation Protection Officer (RPO) to ensure compliance with all applicable Federal, state, and Center safety, health, and security rules and regulations regarding the transportation and processing of radioactive material.
- m. Ensure adherence to all Federal, state, and Center rules, regulations, and procedures to assure the safety and proper processing of all inbound and outbound Hazard Class, Division 1.1, 1.2, 1.3, and 1.4 explosives via commercial or Government carrier.
- n. Establish and maintain administrative procedures concerning Over, Short, and Damaged (OS&D) actions pertaining to commercial shipments consigned to KSC.
- o. Ensure the applicable KSC contractor establishes and enforces policies and procedures which provide for proper preservation, packaging (including repackaging), packing, and preparation for shipment of any items for which they have contractual responsibility in accordance with NPR 6000.1.
- p. Obtain suitable aircraft for support of KSC requirements and serve as the designated interface to the Department of Defense (DOD) for airlift support in accordance with NPR 6200.1. The KSC Transportation Office serves as the Special Assignment Airlift Mission (SAAM) Validator for the agency.
- q. Manage the KSC railroad and related services.
- r. Be responsible for implementing and monitoring the KSC Motor Vehicle Fleet Operations and Traffic Management Program and related functions. The KSC TO also serves as the Technical Manager for Transportation and Fleet related functions of institutional contracts; provides support and guidance to all traffic management functions such as Government transportation services, bus charters and tours for launch and special events, GSA vehicles, and Government license plates, and approves all vehicle justification requests per NPR 6200.1, section 3.1.1.10.

1.3 Office of Safety and Mission Assurance

The Office of Safety and Mission Assurance shall:

- a. Provide any required assistance relating to normal operations while hazardous materials shipments are on the Center.
- b. Investigate mishaps or high-visibility close calls related to transportation.

1.4 Office of Procurement

The Office of Procurement shall:

- a. Provide guidance and facilitating acquisition planning with respect to motor vehicle management requirements.
- b. Ensure that solicitations and contracts contain the appropriate provisions and FAR clauses to implement energy-efficient motor vehicle requirements.

CHAPTER 2. FREIGHT TRAFFIC

2.1 Shipping Documentation Preparation and Flow

This section establishes the procedures and describes responsibilities for preparing and processing shipping documentation related to movement of material under a Government Bill of Lading for international shipments, Commercial Bill of Lading (CBL) for domestic shipments, or a NASA-sponsored charge account for NASA and other KSC organizations and contractors receiving support from contractor services.

2.1.1 NASA KSC organizations and approved contractors requesting shipping support shall prepare a KSC Form 7-248. For detailed directions regarding use of this form, refer to Appendix E. KSC Form DD43-1149 may be used in place of the KSC Form 7-248 if prior arrangements have been made with the applicable contractor transportation office.

2.1.2 Requestor shall affix the completed form to the material. The material, with the affixed form, must be delivered to the contractor shipping and receiving area or arrangements can be made for pickup by calling 867-7998 or 867-9599.

2.1.3 All shipping documents for material with NASA property tags shall be processed through the KSC Supply and Equipment Management Officer for approval prior to release.

2.1.4 For shipments originating at points other than KSC, the requestor shall provide information relating to location of material and point of contact (POC) on the shipping documents, then forward to the Transportation Management Office (TMO), fax number 867-1760.

2.2 Tracing and Expediting Requests

Requests for tracing and expediting actions must be submitted to the Contractor TMO office at 867-3511, 867-1744, or 867-3929 when Government or appropriate contractor cargo is involved. Appendix F contains information that will assist the TMO with such requests.

2.3 Routing of Shipments and Selection of Mode (Commercial Carriers)

This section establishes procedures for routing outbound shipments via commercial carriers using a CBL or an appropriate NASA-sponsored charge account.

2.3.1 Standard Freight Routing: KSC organizational elements and associated contractors shall indicate the desired delivery dates or mark the "Routine" box on the shipping document. The TMO will evaluate the required delivery date to determine the route and mode.

2.3.2 Volume Shipments: As soon as information becomes available, the requester shall report all shipments involving volumes of 10 carloads, 10 truckloads, or 200,000 pounds or greater to the TMO. The TMO will then determine the best transportation method and carrier to fulfill the requirement.

2.3.3 Special Service Responsibility: KSC organizational entities and associated contractors shall justify special service on the shipping document or by telephone contact with the applicable contractor transportation office. Special service support includes exclusive use of a

vehicle, two-driver 24-hour service, temperature-controlled vans, air-ride, or other specialized equipment.

Note: If the TO deems requirements to be unreasonable or unrealistic resulting in elevated charges, the TO shall coordinate with the responsible NASA project manager, equivalent organizational head, or the designated contact to confirm requirements prior to cargo movement.

2.3.4 Special Aircraft Services: Requirements for special aircraft services must be processed in accordance with Chapter 3.

2.3.5 Ocean Shipments: All ocean shipments must be coordinated with the KSC TO and comply with all appropriate NASA and Federal regulations.

a. The U.S. Maritime Administration requires the use of U.S. flagships. A waiver shall be signed by the TO when U.S. flagships are unavailable.

b. The KSC TO shall interface with the DOD Surface Deployment and Distribution Command, when shipments are transported on DOD assets and use Transportation Account Codes for the Center.

2.3.6 The shipping and receiving organizations at KSC shall oversee and coordinate on-Center moves by common carriers. Such organizations will coordinate responsibility for the common carrier between the perimeter gate at KSC and the appropriate shipping and receiving area.

2.4 Rail Freight Shipments

Requests for information regarding KSC railroad shipments, specialized railcars, negotiation of special government rate quotations, and any related topic, shall be directed to the Railroad Manager.

2.5 United States Customs Clearances

2.5.1 The KSC TO shall:

a. Coordinate with the Center Export Administrator to certify material imported under Public Law 97-446.

b. Ensure all U.S. Customs documentation and reports are properly prepared in accordance with established NASA and CBP procedures and regulations including CFR Titles 15 and 19.

c. Review all documentation prepared by the contractor's customs representatives to ensure proper classification of commodities, support documents, references, and adherence to U.S. Customs regulations.

d. Ensure that the CBP Office at Port Canaveral provides U.S. Customs agricultural and immigration clearance as required for NASA, DOD, or charter aircraft arrivals on Center sites. The CBP at Port Canaveral can be reached at 321-783-2069. Commercial charters for non-NASA payloads are processed through Space Florida. Contact 321-261-3850/3690.

2.5.2 The contractor's customs representatives shall:

- a. Initiate the necessary supporting documentation for import and export shipments received from or shipped to foreign countries, while maintaining special authorization from the State Department, including waivers to regulations and authorizing duty-free entry for special projects (KDP-P-1788).
- b. Deliver required documentation to U.S. CBP Office for clearing entry and arrange delivery of cleared inbound cargo.

2.6 Transportation, Receipt, and Shipment of Radioactive Material

2.6.1 Organizations having duties involving the receipt and shipment of radioactive material shall develop specific procedures for processing inbound and outbound radioactive material and coordinate those procedures with KSC RPO for approval prior to implementation. For further information regarding radioactive materials management, refer to KNPD 1860.1.

2.6.2 The TO shall review procedures for processing inbound and outbound radioactive material to ensure the proper permitting is completed and that all operations are in compliance with all transportation regulations.

2.7 Processing Explosives Shipments

This section establishes procedures for inbound and outbound shipments containing Hazard Class-Division 1.1, 1.2, 1.3, and 1.4 explosives via commercial motor carrier or Government truck. Further information can be found in NASA-STD-8719.12, Section 5.54.

2.7.1 Transportation of explosives by rail, air, vessel, and public highway must comply with Department of Transportation regulations CFR Title 49 Sections 173.52, 174.81, 175.78, 176.83, and 177.848. Those materials transported by air must comply with International Civil Aviation Organization "Technical Instructions for the Safe Transport of Dangerous Goods by Air" and International Air Transport Association "Dangerous Goods Regulations."

2.7.2 The organization with ownership or custodianship of the explosive materials shall develop and maintain procedures to ensure the proper, efficient, safe, and economical processing of all inbound and outbound Hazard Class-Division 1.1, 1.2, 1.3, and 1.4 explosive shipments at KSC in accordance with KDP-KSC-P-2236. These procedures must be coordinated with the Explosive Safety Program Manager, who can be reached at 861-0449.

2.7.3 The Chief, Protective Services, shall ensure security personnel at Pass and ID or the gate report the arrival of Hazard Class-Division 1.1, 1.2, 1.3 and 1.4 explosive shipments to the receiving section of the contractor designated on the bill of lading.

2.7.4 Inbound Shipments

- a. The KSC TO shall notify the receiving contractor's TMO upon receipt of notification from shipper that a shipment of Hazard Class-Division 1.1, 1.2, 1.3 and 1.4 explosives is being forwarded.
- b. The Cape Canaveral Air Force Station (CCAFS) Ordnance Office shall review, inspect, and store the shipment in compliance with Air Force Manual 91-201.

2.7.5 Outbound Shipments

- a. The organization initiating shipment shall issue a DD Form 1149, or shipment instructions in the format provided in the applicable contract terms.
- b. The requesting organization shall present copies of DD Form 1149 to the ordnance support contractor initiate scheduling actions concurrently with the Cape Support Office, KSC Scheduling Branch, at telephone 321-853-5211, and furnish complete details regarding destination, special handling requirements, and class of the explosive shipment.
- c. The Cape Support Office, KSC Scheduling Branch, shall assign an "N" number for use in identifying movement of the material.
- d. The KSC TO shall advise the requester of the method or mode of movement to ensure proper markings and packaging methods are applied.
- e. The shipment shall be processed by the ordnance support contractor transportation office upon receipt of above notification.

2.8 Preservation, Packaging, and Packing

The selection of specific preservation, packaging, packing procedures, and materials shall be based upon item characteristics (fragility, susceptibility to corrosion or deterioration, hazard classification, etc.), storage period (long-term or short-term), and mode of transportation.

The KSC TO shall:

- a. Ensure the applicable KSC contractor establishes and enforces policies and procedures which provide for proper preservation, packaging (including repackaging), packing, and preparation for shipment of any items for which they have contractual responsibility.
- b. Review NASA procurement documents, as required, to ensure the incorporation of appropriate packaging requirements.
- c. Coordinate packaging requirements through the pertinent Contracting Officer when other than normal preservation and packaging requirements are considered necessary for the protection of a commodity.
- d. Provide the Contracting Officer with guidance on actions which improve protection of the procured item or affect economy during the transit and storage cycle.
- e. Provide assistance to quality control organizations in determining compliance with contractually specified packaging requirements.
- f. Provide assistance, as requested, to resolve problems involving the preservation, packaging, packing, and certification of items classed as hazardous materials.

2.9 Over, Short, and Damaged Freight Actions

2.9.1 The Transportation Logistics Specialists will pre-audit freight invoices for compliance with established procedures.

a. Freight will be audited based on fiscal year shipping rates provided by KSC contractor every October. Variances of greater than 10 percent will require an approval from NASA TO.

b. Freight charges greater than \$100 require Resource Management Officer (RMO) approval prior to processing payment.

c. Freight invoices are paid in full. No partial or "short pays" are authorized. For disputed charges Logistics Specialists will request a corrected invoice from appropriate carrier prior to paying freight charges.

d. Any freight invoice charges lacking supporting documentation will require a certification to validate the charges.

2.9.2 In processing OS&D actions, the Government shall incur no obligation for insurance to protect against loss, destruction, or damage in the shipment of property except as authorized by the Logistics Management Office, NASA Headquarters.

2.9.3 The applicable transportation office shall prepare all documentation, reports, and claims in accordance with NASA and contractually established procedures.

2.9.4 The applicable contractor's receiving office shall perform all receiving functions for NASA and other KSC contractor organizations.

2.9.5 All inbound/outbound shipments received at KSC via commercial carrier shall be assessed for any overages, shortages, or visible damage by the applicable contractor's receiving office.

2.9.6 The applicable claim representative shall review all OS&D shipments and forward pertinent documents to the appropriate agency or contractor.

2.9.7 The claim representative shall be responsible for all liaisons with carrier terminal managers, carrier OS&D, and claims representatives regarding discrepancies. The claim representative has up to 15 days from the date of receipt of shipment from the carrier to report concealed loss or damage to the carrier.

2.9.8 Shipments delivered to the ultimate consignee or user shall be opened and contents inspected for loss or damage as soon as practicable.

a. When damage is discovered, the contractor's claim representative shall be notified immediately to determine cause of damage and if concealed damage can be charged against the carrier.

b. The damaged item(s), the shipping container, and all packaging material shall be held for the claim representative.

2.9.9 The claim representative shall prepare necessary reports and claim actions on all carrier discrepant inbound damaged NASA shipments and provide a copy to the TO.

CHAPTER 3. SPECIAL AIRCRAFT SERVICES

3.1 Procedures for Obtaining Special Aircraft Services to Support National Aeronautics and Space Administration Requirements

This chapter contains information regarding the proper procedures for requesting special aircraft services in support of NASA requirements.

3.2 Requester's Responsibilities

The requester shall furnish the KSC TO with the request, justification, and necessary funds citation for the type of aircraft requested.

3.3 Transportation Officer Special Aircraft Services Responsibilities

The TO shall:

- a. Evaluate the justification for requesting special aircraft services and request additional information from the requester, if required.
- b. Assist in selecting the type of aircraft most suitable for the requirement considering cost, speed, flying range, and other factors.
 - 1) NASA-owned or NASA-contracted aircraft shall be considered and used if suitable and available. This would be coordinated through Johnson Space Center Flight Operations.
 - 2) Commercially chartered aircraft will require 45 days advance notice to allow for the quote and NASA Procurement to procure the services.
 - 3) SAAM aircraft are requested from Air Force Mobility Command through the office of Tanker Airlift Control Center. The KSC Transportation Office serves as the NASA SAAM Validator for the Agency.
 - a) The requesting center TO shall initiate a SAAM request via e-mail to the NASA SAAM Validator.
 - b) SAAM coordination and processing should start no later than 45 days prior to the requested start date for the mission. This will allow for the KSC SAAM Validator to review all information provided on the worksheet and coordinate and request any additional information prior to ordering the SAAM mission.
 - c) Requestor must provide a completed SAAM worksheet to KSC SAAM Validator to order the mission. Requestor shall provide all Hazardous Material information required. Appendix D contains the worksheet used to request the use of military aircraft.
- c. Request Government agency aircraft when essential for NASA missions. Requesting use of such aircraft shall include written justification.

Note: When one of these aircraft is used to support cargo transportation, the weight, dimensions, and cubes of cargo shall be part of the requirements to determine the most economical type available that can fulfill the requirements.

- d. Make the necessary arrangements for the aircraft.
- e. Inform the requester of the schedule and funding requirements.
- f. Serve as the focal point to coordinate with other concerned offices for all aspects of loading, off-loading, arrivals, departures, and direct aircraft support relative to its mission in the KSC area.
- g. Obtain status reports at each step in the mission to ensure schedules are met.

Note: NASA commercial partners who wish to use the Shuttle Landing Facility for delivery of cargo or payloads shall contact Space Florida directly (321-261-3850 or 321-261-3690) to arrange for approval and support.

CHAPTER 4. KENNEDY SPACE CENTER RAILROAD AND RELATED SERVICES

4.1 Procedures

Programs or projects requiring on-Center movement of railcars shall arrange for such movements with an appropriate rail operator. General information on railroad freight shipments is contained in Chapter 2, Section 2.4. For all other assistance or information contact the KSC Railroad Manager.

4.2 The National Aeronautics and Space Administration Kennedy Space Center Railroad Manager

The NASA KSC Railroad Manager shall:

- a. Be the liaison and negotiate with the Florida East Coast Railway (FEC), other railroads, the Federal Railroad Administration, the Association of American Railroads, or other regulatory agencies and industry associations.
- b. Negotiate the Interstate Commerce Commission, Section 10721 Government Rate Quotations, with various railroads, including routings, special conditions, and related matters.
- c. Ensure condition of KSC railroad track, roadbed, grade crossings, railroad drawbridge, signals, and related items is maintained to minimum standards set forth in UFC 4-860-03.
- d. Establish and maintain inspection schedule, inspect all track repairs, determine appropriate maintenance program, review budgets, prepare work orders, make technical recommendations or decisions, coordinate, inspect, and accept or reject work of contractor.
- e. Assure timely and efficient railroad operations and appropriate maintenance of KSC railroad equipment, including the movement of railcars from the FEC interchange at Jay-Jay.
- f. Develop scope of work and other documentation required for contracts performing work on the KSC rail system.
- g. Coordinate with rail operators on access to KSC Rail System and specific rules for operating on KSC Rail System.

CHAPTER 5. MOTOR VEHICLE OPERATIONS

5.1 Official Use of Government Motor Vehicles

This section sets forth requirements for use of Government motor vehicles specific to KSC. The official government regulations are specified within CFR Title 41, CFR 101-39. Primary reference for motor vehicles is the NASA Official Fleet Management Handbook.

5.1.1 The operation and use of a Government-owned or Government-leased motor vehicle (or any vehicle for which Government funds are expended) shall be restricted to official use only in accordance with Title 41, CFR 102-34.

5.1.2 Use of Government vehicles for personal reasons (e.g., personal carpool transportation, visits to banks, cafeterias, restaurants, and other establishments) is prohibited.

5.1.3 There shall be no action which creates any perception of misuse.

5.1.4 Do not transport members of your family, personal friends, or non-Government employees in the vehicle without specific permission from the Administrator or his designee.

5.1.5 Neither smoking nor the use of other tobacco products or e-cigarettes is allowed in the Government vehicle.

5.1.6 The driver will not use a cellular telephone, other two-way communication devices, or engage in text messaging while the vehicle is in motion except for emergency, security, and fire vehicles during official operations. Hands free devices may be utilized while in a Government vehicle.

Note: This includes the Ultra High Frequency radios or other hand-held wireless communication devices.

5.1.7 In accordance with Title 14, CFR 1204-1600, you must be on official travel orders to be able to keep the Government vehicle at your residence overnight.

5.1.8 Government vehicles shall be fueled at the commercially operated KSC Service Station (Building M6-596) in the Industrial Area and on Contractors Road. These fuel pumps are available for use 24 hours a day, 7 days a week. If the Service Station is not operational, employee can fill up off-site at a commercial station including while on temporary duty assignment (TDY).

5.1.9 Bus service is available for tours and special events and shall be scheduled through the KSC Transportation Office. Send all request to the KSC-NASA-Transportation mailbox.

5.1.10 Student interns who are not employed by NASA shall not be permitted to drive Government vehicles. NASA interns are permitted to drive Government vehicles.

5.1.11 NASA and contractor organizations shall ensure that motor vehicles are used in accordance within the requirements of Title 41, CFR 101-39.

5.1.12 NASA and contractor organizations shall use KSC Form 7-490 or alternate form which may be approved by the Motor Vehicle Fleet Operations Officer to record vehicle use on all vehicles (including low speed electric vehicles) assigned to or used within their organization. Use only blue or black ink to complete the form. Records must be maintained for three years.

5.1.13 Provide all original receipts (e.g., maintenance and fuel receipts for vehicles being fueled on-Center and off-Center) to the Transportation Office after each transaction.

5.1.14 Reserved permits are required for designated parking locations at KSC. Refrain from parking NASA rolling stock (vehicles, trailers etc.) in those parking locations.

5.1.15 NASA organizations shall use vehicles that are equipped with toll transponders for any travel on toll roads.

5.1.16 Government Vehicle kiosks have been set-up in the Space Station Processing Facility, Neil Armstrong Operations and Checkout Building, Headquarters Building, Operations Support Building I and Operations Support Building II for Government employees and designated contractors. Facility POCs are listed on the kiosk in these buildings.

5.2 Vehicle Justification Procedures

The procedure for justification of use or assignment of a Government motor vehicle is set forth in KDP-KSC-P-1284.

5.3 Government-Owned Vehicles License Plates

The procedure for requesting a Government license plate is set forth in KDP-KSC-P-6000.1.

5.3.1 All license plates for Government-owned vehicles or rolling stock shall be issued through the KSC Transportation Office and maintained in the Federal Motor Vehicle Registration System (FMVRS).

5.3.2 All Government vehicle license plates have expiration dates. When a license plate has expired, the KSC Transportation Office will issue a new license plate and the plate must remain with the vehicle or rolling stock until the asset has been replaced or excessed. When the license plate is no longer needed, return the plate along with KSC Form 50-173 to the Transportation Office. When KSC Form 50-173 and the license plate are received by the Transportation Office, the Transportation Office will make the record inactive in FMVRS.

5.4 Motor Vehicle Accidents

Complete GSA SF 91 and, if there are witnesses, complete SF94 and provide these forms to the KSC Transportation Office within 24 hours of the accident. NASA employees shall follow the procedures outlined in SF1627 located in the glove box of the vehicle.

In addition to following the above procedures, contractor employees shall follow the procedures outlined in their company policy for accidents.

CHAPTER 6. MOVEMENT OF OVERWEIGHT AND OVERSIZED LOADS AT KENNEDY SPACE CENTER

6.1 Moving Loads On and Within Kennedy Space Center

This section provides the requirements and restrictions for moving the load on and within KSC. KNPR 1600.1, Chapter 12.9, provides specific load dimensions criteria. The requirements for KSC permits, waivers, or other documents are also provided in this section. For bridge and culvert limitations, refer to Appendix C.

6.2 Overweight and Oversized Loads

Florida state permits are not required for overweight or oversized loads moved within the confines of KSC. The driver shall meet all Florida Department of Transportation (FDOT) requirements prior to arrival and inspect the cargo, cargo secure devices, and system, in accordance with FMCSA Regulation Part 392.9, prior to any overweight or oversized load transportation operation.

6.3 Contractor Vehicle Transit Permitting Process

The organization responsible for the move shall use the Vehicle Transit Permitting Process (ENG-I-BP01) for planning and permitting overweight or oversized moves. This must be initiated through the KSC Duty Office at (321) 861-5050 or online by creating a support request.

6.4 Load Move Coordination

The KSC TO shall facilitate and coordinate any overweight or oversized moves between KSC and CCAFS.

APPENDIX A

DEFINITIONS

AIRCRAFT:

A device that is used or intended to be used for flight in the air to include all types of fixed wing or rotor wing machines.

CERTIFICATION:

Process used to validate invoice charges lacking back-up shipping documentation.

DOD AIRCRAFT:

Aircraft owned by the Government and operated by members of the Armed Forces or DOD contractors.

FACILITY VEHICLE COORDINATOR:

The individual identified to the building of one of the five major locations: the Operations Support Buildings I and II, the Headquarters Building, the Neil Armstrong Operations and Checkout Building, and the Space Station Processing Facility. The individual is responsible for all unscheduled maintenance, and running the vehicle pools in that facility.

HAZARDOUS MATERIALS:

Explosives, propellants, oxidizers, ordnance, or other toxic substances as described in Bureau of Explosives Tariff No. BOE-6000.

MOTOR VEHICLE FLEET OPERATIONS OFFICER:

The individual assigned direct administration and operations of motor pools, reservations, and maintenance of assigned motor vehicles.

NASA AIRCRAFT:

Any aircraft operated by or under the control of NASA.

OBSERVER:

A person deployed in areas of close vertical or horizontal clearances who will evaluate the clearance and signal the vehicle operator on how to proceed.

OPERATOR:

A person designated to operate equipment that transports overweight or oversized loads. This person has a valid chauffeur's license or current operator's certification.

OVERSIZED:

The specifications for an oversized transport are:

(1) Length – Overall maximum length of a single unit vehicle with 2 axles exceeds 35 feet, a single unit vehicle with 3 axles exceeds 40 feet, or a semi-trailer operated as a tractor-trailer combination exceeds 55 feet.

(2) Width – Maximum width of a combined vehicle and load exceeds 8 feet or 8 feet 6 inches (outside KSC) or 12 feet (within KSC) when traveling on 24 foot pavement width or larger.

(3) Height – Maximum height of vehicle and load combination exceeds 13 feet 6 inches.

REQUESTERS:

Individuals or organizations requiring the use of special aircraft service or other freight services at KSC.

ROLLING STOCK:

Anything requiring a license plate regardless of the acquisition value.

SPECIAL AIRLIFT ASSIGNMENT MISSION (SAAM):

This flight uses all forms of military aircraft flown by regular and reserve USAF personnel and is a chargeable mission. SAAMs are used for Soyuz launch and landing support or to transport experiments, satellites, payload equipment, and personnel to domestic and international locations.

SUPPORTING ORGANIZATION:

The organization responsible for fulfilling the request for movement of overweight or oversized equipment and vehicles.

VEHICLE COORDINATOR:

The individual assigned by the head of the primary organization to serve as the organizational representative on all matters pertaining to general purpose motor vehicle support.

APPENDIX B

ACRONYMS

CBL	Commercial Bill of Lading
CBP	Customs and Border Patrol
CCAFS	Cape Canaveral Air Force Station
CFR	Code of Federal Regulations
DD	Department of Defense (in reference to forms only)
DOD	Department of Defense
FAR	Federal Acquisition Regulations
FDOT	Florida Department of Transportation
FEC	Florida East Coast Railroad
FMCSA	Federal Motor Carrier Safety Association
FMVRS	Federal Motor Vehicle Registration System
GBL	Government Bill of Lading
GSA	Government Services Administration
KDP	Kennedy Documented Procedure
KNPD	Kennedy NASA Policy Directive
KNPR	Kennedy NASA Procedural Requirements
KSC	Kennedy Space Center
NASA	National Aeronautics and Space Administration
NASA-STD	NASA Standard
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
OS&D	Over, Short, and Damaged
POC	Point of Contact
RMO	Resource Management Officer
RPO	Radiation Protection Officer
SAAM	Special Airlift Assignment Mission
SF	Standard Form
TMO	Transportation Management Office (Contractor)
TO	Transportation Officer (NASA)
UFC	Unified Facilities Criteria
U.S.	United States
USAF	United States Air Force

APPENDIX C
OVERSIZED VEHICLES REQUIRING KSC PERMIT
CALL 861-5050

TIRE SIZE	2-Tire axle Maximum load (lb)	4-Tire axle Maximum load (lb)	8-Tire axle Maximum load (lb)
07:50	9,075	20,625	30,625
08:00	9,680	22,000	32,000
09:00	10,890	24,750	34,750
10:00	12,100	25,000	35,000
11:00	13,310	25,000	35,000
12:00	14,520	30,000	35,000
13:00	15,730	30,000	35,000
14:00	16,940	30,000	35,000
15:00	18,150	30,000	35,000
16:00	19,360	30,000	35,000
17:00	20,570	30,000	35,000
18:00	21,780	30,000	35,000

On KSC, the bridge load limit for the NASA Parkway overpass and the Indian River Bridge is 80,000 lbs.

The gross load limit for the Banana River Bridge and the Haulover Canal Bridge is 80,000 lbs. each. In accordance with FDOT rule this limit is rated at 20,000 lbs. per axle for 80,000 lbs. weight total.

The above load limits apply to all equipment using the KSC roadway system. Permission shall be obtained from <KSC-routing-permits@mail.nasa.gov> before exceeding these limits.

APPENDIX D

INFORMATION REQUIRED FOR SPECIAL AIRLIFT ASSIGNMENT MISSION REQUESTS

In order to request a Special Airlift Assignment Mission (SAAM), a SAAM Request Worksheet shall be provided by the KSC TO via e-mail to <SAAMrequest@nasa.gov>. The following type of information is required to complete the worksheet:

1. The requestor's name, organization, duty telephone number, and e-mail address.
2. The name of the airports or USAF bases from which the aircraft would be departing and landing. If additional stops are necessary, those should be included.
3. The desired dates of movement. Include when cargo will be ready for pickup, requested date of departure from that location, and requested date of arrival including any flexibility in these dates.
4. The total number of passengers and luggage aboard the aircraft. Obtain clearance through the USAF Public Affairs Office and note in the SAAM request if the media plans to travel on the DOD aircraft.
5. The total weight of cargo in short tons. This number is the total weight in pounds divided by 2,000. If passengers will be aboard, include their weight as a total of 200 pounds per person which includes the allowable weight in luggage. Luggage weight per passenger may not exceed 100 pounds.
6. A description of the cargo being moved shall include the name of the item, total weight in pounds, and exterior dimensions in inches (length x width x height).
7. Identify and provide the pertinent information regarding storage, transport, and handling of hazardous cargo.
8. Provide a brief but comprehensive description of what the airlift is supporting. Provide any additional remarks pertaining to special equipment or support needed for on-load or off-load.
9. Provide POCs at on-load, interim stops, off-load, and the general billing office. The POC information should include the name, telephone number, fax number, e-mail address, and organization address including mail code.

SAAM Request Worksheet

Project Name	
Overall POC	
Office Email	
Office Phone	
Cell Phone	
Accounting POC	
Billing Instructions	
Fund Code	
Office Email	
Office Phone	
Technical POC	
Office Email	
Office Phone	
Cell Phone	
Upload POC	
Office Email	
Office Phone	
Cell Phone	
Offload POC	
Office Email	
Office Phone	
Cell Phone	

General Notes:

ALL Dates/Times are in Z time NOT Local
 Overall POC and Accounting POC are the minimum required contacts
 All information on POC's is required
 All POC's (except Accounting) 24 hour contact information is required
 If no Hazmat in a shipping unit leave columns from Proper Shipping Name to the right blank
 Use additional sheets if needed
 KSC SAAM Validator can assist

Type of Aircraft	
Upload Airport Name and ICAO Code	
Date/Time (Z time not local)	
Number of passengers	
Passenger baggage weight (Short Tons)	
Cargo weight (short Tons)	
Total Volume of Cargo & Baggage (Cubic Ft)	
Download Airport Name and ICAO Code	
Date/Time (Z time not local)	

Aircraft Mission Support Requirements	<list all items the air crew will need to supply (Binders, Hoists, Cargo nets, etc.)>
---------------------------------------	---

	Cargo Description	Weight (Short Tons)	Cubic ft	Dimensions (in inches)	Hazmat (Y/N)	Proper Shipping Name	UN #	Pieces or Packages	Weight in Lbs.	Weight in Kg.	W.E.W. in Kg.	Class and Div	AF Manual Para # (if known)
Unit 1													
Unit 2													
Unit 3													

APPENDIX E
REQUEST FOR SHIPPING

NASA KSC organizations and contractors requesting shipping shall prepare a Request for Shipping Document (KSC Form 7-248). Use of this form is for OFFICIAL GOVERNMENT SHIPPING BUSINESS ONLY. To prevent delays in outbound shipments, the shipping requestor is responsible for ensuring that KSC Form 7-248 is correctly completed.

Mandatory information shall be supplied on:

- Line 5: The quantity of items being shipped
- Line 6: The description of items being shipped
- Line 9: The correct address of the receiving party
- Line 13: The complete and current funding code (This code can be found via Job Aids Shipping Codes)
- Line 17: The physical location of the item to be shipped
- Lines 18 and 19: The contact name and phone number of the receiving party
- Line 20: The requestor's name
- Line 24: The authorizer's name (The authorizer should be the RMO for the directorate funding the shipment)

Special considerations are required for international shipping. For assistance with shipping or receiving international packages, please review Section 2.5. Upon completion of KSC Form 7-248 please contact the TMO to arrange pick-up at 867-3511, 867-3929, or 867-1744.

APPENDIX F

TRACING AND EXPEDITING FREIGHT REQUESTS

The requester shall provide the following information to the TMO in order to locate and trace a shipment effectively.

- Name of organization requesting tracer action
- Name of shipper
- Point of origin
- Consignee
- Destination
- Date shipped
- Carrier
- Bill of lading, commercial freight bill, or air bill
- Requisition, purchase order, and contract number
- Number of pieces
- Weight
- Name, office location, and telephone number and e-mail of person submitting request
- Any other pertinent information relating to the shipment

The TMO shall initiate tracer action and apprise the requester of the status by telephone and e-mail upon receiving this information.

**APPENDIX G
POINTS OF CONTACT**

Primary POC	Phone	Back-Up POC	Back-up Phone
KSC Transportation Officer	321-867-8635	Railroad Manager	321-861-5449
KSC Railroad Manager	321-861-5449	KSC Transportation Officer	321-867-8635
Radiation Protection Officer	321-867-6958	Health Physicist	321-853-5689
Supply and Equipment Management Officer	321-867-9701	Supply and Equipment Specialist	321-867-8488
KSC Fleet Operations Officer	321-867-8655	KSC Transportation Officer	321-867-8635
KSC Protective Services Communication Console	321-867-2121	Contractor Duty Office	321-861-5050
Chief, Protective Services	321-867-3795	Deputy Chief, Protective Services	321-867-3441
Chief, Center Services Division	321-867-0471		
Contractor Duty Office	321-861-5050		
KSC Explosive Safety Program Manager	321-861-0449	KSC Duty Office	321-861-5050
Contractor Transportation Management Office	321-867-3501	Logistics Specialist	321-867-3511 321-867-1744

APPENDIX H

FREQUENTLY ASKED QUESTIONS

Q: Do I have to be on official orders if I drive a Government vehicle to a one-day event that is off-site?

A: It depends on the criteria. Please call the KSC Travel Office at 7-4622 to verify.

Q: Do I need to be on official orders to take the vehicle home the night before my scheduled TDY?

A: Yes, the Home-to-Work Policy, (14 CFR, Section 1204.1600, Issuance of Motor Vehicles for Home-to-Work) states that when a NASA employee on temporary duty travel is authorized to travel by Government motor vehicle and the official authorizing the travel determines that there will be a significant savings in time, a Government motor vehicle may be issued at the close of the preceding working day and taken to the employee's residence prior to the commencement of official travel.

Q: What are my responsibilities if any mechanical issue occurs while driving a Government vehicle?

A: During normal business hours, call your fleet manager/vehicle coordinator. If the fleet manager/vehicle coordinator is not available, call the Transportation Office at 321-861-4006. If any issues arise after normal business hours, call the 1-866 number on the back of the Wright Express Card for assistance.

Q: What are my responsibilities if I am involved in an accident while driving a Government vehicle?

A: A Motor Vehicle Accident Reporting Kit is in the vehicle. Follow the instructions on the kit. If a kit is not in the glove box, contact the Transportation Office for a new kit.

Q: How do I handle expenses incurred with a Government vehicle?

A: Please use the Wright Express card assigned to the vehicle. This card is to be used for fueling, maintenance, and repairs only.

Q: If the Wright Express card assigned to the vehicle does not work while I am trying to get fuel, what do I do? How do I get reimbursed?

A: If the credit card does not work, call the 1-866 number on the back of the Wright Express Card. Please do not pay for the fuel and claim a local reimbursement. GSA does not reimburse employees if they pay for any services that should have been paid for by the Wright Express card.

Q: What are my responsibilities when returning the Government vehicle to work after TDY? What are the protocols concerning cleanliness, gas fill ups, etc.?

A: Return the vehicle with a full tank of fuel, remove all trash and personal belongings from the vehicle, and record the mileage and any comments on KSC Form 7-490, KSC Vehicle Use Record.

Q: Can we save the Government money by using regular fuel instead of E85 fuel?

A: No, Executive Order 13693 states that the Agency shall reduce total Green House Gas emissions by 30% by the end of fiscal year 2025. If the vehicle is a flex fuel vehicle, please use E85 when this fuel is available.

Q: What type of fuel do I use in motor vehicles?

A: Use the grade (octane rating) of fuel recommended by the motor vehicle manufacturer

when fueling motor vehicles owned or leased by the Government. When driving an alternative fuel vehicle, make sure you use E85. Do not use premium grade gasoline in any motor vehicle owned or leased by the Government.

Q: Where can the card be used to purchase fuel?

A: Employees must fuel at gas stations that accept the Wright Express Credit Cards. Examples of stations that accept the credit card is Mobil, Exxon, or Shell

Q: Can I transport non-government personnel, spouse, and friends in a Government vehicle?

A: No, The GSA Guide to Your Fleet states “do not transport members of your family, personal friends, or non-Government employees in the vehicle outside of your agency’s mission, or without specific permission from the head of your agency or his or her designee.”

Q: Can contractors ride as passengers in NASA Government vehicles?

A: Yes, contractors are allowed to ride as passengers in the vehicle while on travel orders or on Center for official Government business.

Q: Can support contractors drive NASA’s Government vehicles?

A: It depends on your contract. In some instances support contractors are authorized to drive vehicles in accordance with their contract/task order.

Q: Are students allowed to drive NASA’s Government vehicles?

A: It depends. Student interns that are not employed by NASA shall not be permitted to drive Government vehicles. NASA interns are permitted to drive Government vehicles for official Government business and TDY.

Q: Can I use a Government vehicle to run errands or take to lunch?

A: No, in accordance with 41 CFR 102-34.220, the Government vehicle is to be used for official Government business.

Q: Are there any other subpools besides the Headquarters subpool?

A: Yes. Subpools are set-up in the following locations:

- **HQ’s** – POC: Robert Smith at 7-5577
- **OSB 1** – POC: Debra King at 1-7614 or e-mail the KSC-NASA-Transportation Mailbox
- **OSB II** – POC: Dave Mayall at 7-3876
- **O&C** – POC Keisha McGinnis at 7-8747
- **SSPF** – POC Minako Holdrum at 7-4919

Q: What do I do if I lose my Government vehicle key?

A: Contact your fleet manager/vehicle coordinator. If the fleet manager/vehicle coordinator is not available, please contact the KSC Transportation Office.

Q: What do I do if I lock the key in the Government vehicle?

A: Contact your fleet manager/vehicle coordinator. If your fleet manager/vehicle coordinator is not available, contact the KSC Transportation Office.

Q: What do I do if I lose the Wright Express Credit Card that is assigned to the vehicle?

A: Contact your fleet manager/vehicle coordinator.

Q: How do I reserve a Government bus?

A: Complete KSC Form 7-222, Request for Vehicle Arrangements, and e-mail the completed form to the KSC-NASA-Transportation Mailbox.

Q: How do I reserve a Government vehicle?

A: Send an e-mail to the [KSC-NASA-Transportation](#) Mailbox.