

TPA = 02

OMB Approval #: 2700-0042

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE 01	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 54	3. EFFECTIVE DATE FEB 06 2008	4. REQUISITION/PURCHASE REQ. NO. See page 8	5. PROJECT NO. (If applicable)	
6. ISSUED BY Procurement Office George C. Marshall Space Flight Center National Aeronautics and Space Administration Marshall Space Flight Center, AL 35812	CODE PS-31/MEE	7. ADMINISTERED BY (If other than Item 6) Ben Henson/(256) 544-8158 e-mail Ben.A.Henson@nasa.gov		CODE PS-31
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) EG&G Technical Services, Inc. 900 Clopper Road Gaithersburg, MD 20878		9A. AMENDMENT OF SOLICITATION NO.		
		9B. DATED (SEE ITEM 11)		
		10A. MODIFICATION OF CONTRACT/ORDER NO. GS-10F-0038M/H36049D		
		10B. DATED (SEE ITEM 13)		
CODE Cage Code 34157	FACILITY CODE SAP 112857	Effective Date August 1, 2003		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15 and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See page 8

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

- A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) (SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103b) AND PS-OWI-05.
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR Clause 52.222-43 and FAR 43.103(a)
- D. OTHER (Specify type of modification and authority)

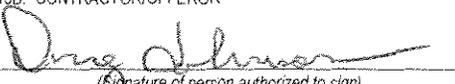
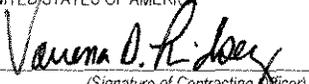
E. IMPORTANT: Contractor is not, is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

	Total Fixed Price, FFP Lump Sum	Potential Contract Val. Lump Sum	Total Not-to-Exceed FFP IDIQ	Not-to-Exceed Contract Value Adding IDIQ Amt.	Total Sum Allotted FFP Lump Sum Funding Amt.
Prev. Base Total	(b)(4)	\$ 61,764,994	\$40,495,120	\$78,672,698	\$34,778,605
This Modification		\$ 289,848	-0-	\$ -0-	\$ -0-
New NTE Amount		\$62,054,842	\$40,495,120	\$78,672,698	\$34,778,605

SEE PAGE 2 FOR DESCRIPTION OF CHANGES

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or print) Doug Johnson, Resource Manager	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Vanessa D. Lindsey, Contracting Officer		
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 02/06/08	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED FEB 06 2008

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

The purpose of this modification is to definitize the contractor's proposal dated January 28, 2008, to reflect the contractor's request for equitable adjustment for the incorporation of the labor category for an Aircraft Coordinator. Wage Determination No. 2005 – 2007 (R-7), Collective Bargaining Agreement (CBA)-2004-2136 (R-0), CBA-2004-2138 (R-6), CBA-2004-2139 (R-1), and CBA-2006-0525 (R-0) incorporated in Modification 45 for the exercise of option year 2 has not changed and applies to this contract action. The contract is changed as follows:

- A. Clause 2 entitled "FIRM-FIXED-PRICE FOR LUMP SUM", Paragraph A, on Page 8 (Mod. 53) of Section 2, is revised as reflected on the revised Page 8 (Mod. 54), in order to delineate a (b)(4) increase (from (b)(4)) as a result of incorporating the new labor category for an Aircraft Coordinator.
- B. Clause 2 entitled "FIRM-FIXED-PRICE FOR LUMP SUM", Paragraph B, on Page 8 (Mod. 53) of Section 2, is revised as reflected on the revised Page 8 (Mod. 54), in order to delineate a (b)(4) increase (from (b)(4)) in the Firm-Fixed Price Lump Sum for Option Year 2; a (b)(4) increase (from (b)(4)) in the Firm-Fixed Price Lump Sum for Award Term Period 1; a (b)(4) increase (from (b)(4)) in the Firm-Fixed Price Lump Sum for Award Term Period 2; a (b)(4) increase (from (b)(4)) in the Firm-Fixed Price Lump Sum for Award Term Period 3; a (b)(4) increase (from (b)(4)) in the Firm-Fixed Price Lump Sum for Award Term Period 4; a (b)(4) increase (from (b)(4)) in the Firm-Fixed Price Lump Sum for Award Term Period 5. The Total Potential FFP Lump Sum (from (b)(4)) as a result of a (b)(4) increase.
- C. Clause 20, entitled "STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES" on Page 24 (Mod 53) of Section 2, is revised as reflected on the revised Page 24 (Mod. 54) in order to delineate the incorporation of the Aircraft Coordinator.
- D. Attachment 4-3 entitled "MSFC LOGISTICS SERVICES – LUMP SUM AND PREPRICED WORK BASIS OF ESTIMATE (BOE) – CONTRACT LINE ITEM NUMBER", for Option Year 2 - Award Term Period 5, in order to delineate the changes in B above.
- E. The Attachments entitled "Marshall Space Flight Center Logistics Burdened Labor for OPTION YEAR 2 – AWARD TERM 5" is revised to reflect the incorporation of the Aircraft Coordinator labor category.
- F. Section 6 –TRANSPORATION COORDINATION and MOTOR POOL SERVICES, on Pages 1-63 (Mod 28), 1-65 (Mod 43), 1-69 (Mod 14), 1-70--1-125 is revised to reflect PWS language for the Aircraft Coordinator.
- G. Attachment 11, Applicable Regulations, Procedures and Documents on Page 11-5 is revised to incorporate NPR 7900.3B – Aircraft Operations Management.
- H. As a result of the foregoing changes, the following pages are deleted and corresponding pages are substituted/added. Changes are noted by a vertical line in the right column.

Clause(s) Changed/Added	Page(s) Deleted	Page(s) Substituted/Added
Clause 2, Paragraph A	Page 8 (Mod. 53)	Page 8 (Mod. 54)
Clause 2, Paragraph B	Page 8 (Mod. 53)	Page 8 (Mod. 54)
Clause 20	Page 24 (Mod 53)	Page 24 (Mod. 54)
Attachment 4-3	Option year 2 – Award Term Period 5	Option year 2 – Award Term Period 5 (Mod 54)

Attachment – Opt. 2 Fully Burdened Rates	Pages 1-2	Pages 1-2 (Mod. 54)
Section 6	Page 1-63, 1-65, 1-69, 1-70 - 1-125 (Mod 53)	Page 1-63, 1-65, 1-69, 1-70 - 1-125 (Mod. 54)
Attachment 11	Page 11-5	Pages 11-5 (Mod 54)

- G. In consideration of the modifications agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.

Contract Change	Contractor
Modifications 54	Proposal, dated January 24, 2008

2. FIRM-FIXED-PRICE FOR LUMP SUM

- A. The total Firm-Fixed-Price (FFP) Lump Sum of this GSA order for the base period from the effective date through **July 31, 2008** is: (b)(4) This total includes phase-in costs and phase in adjustment for base year A, Base Years A, B, C, Option No. 1, HSPD-12 implementation, Wage Determination/Collective Bargaining Agreement (CBA) adjustments for Option No. 1, Option No. 2, and negotiated increase for IT Security Implementation.
- B. If the Government exercises any options or awards any of the award-term periods pursuant to the terms of this GSA order, the total firm-fixed price of this GSA order shall be increased by the applicable amounts shown below:

OPTION/AWARD TERM PERIOD COVERED	POP BEGIN DATE	POP END DATE	EXERCISED	FIRM FIXED PRICE LUMP SUM
Option No. 1	08/01/06	07/31/07	Mod 33	(b)(4)
Option No. 2	08/01/07	07/31/08	Mod 54	
Award Term Period 1	08/01/08	02/28/09		
Award Term Period 2	03/01/09	09/30/09		
Award Term Period 3	10/01/09	04/30/10		
Award Term Period 4	05/01/10	11/30/10		
Award Term Period 5	12/01/10	07/31/11		
Total Potential FFP Lump Sum Including Base Years A, B, and C				

2A. EARNED AWARD TERM PERIODS

1. Based on the Findings and Determination of the Award Term Board, the following Award Term Periods have been earned by the contractor and shall be added to the end of the contract period of performance.

PERIOD EARNED	DATES	EARNED MOD
Award Term Period 1	08/01/08 – 02/28/09	Mod 27
Award Term Period 2	03/01/09 – 09/30/09	Mod 42

3. LIMITATION OF FUNDS

- A. Of the total price of the services identified as lump sum, the sum of **\$34,778,605** is presently available for payment and allotted to this GSA order through **March 4, 2008**. It is anticipated that from time to time additional funds will be allocated to this GSA order in accordance with the following schedule, until the total price of said items is allotted:

SCHEDULE FOR ALLOTMENT OF FUNDS

<u>Date</u>	<u>Amounts</u>
March 4, 2008	\$21,369.00

*NOTE: THE IDIQ PORTION OF THE CONTRACT SHALL BE PAID BY INDIVIDUAL DELIVERYS WITH FUND CITATIONS ON EACH ORDER.

Catering	WG-02	12.33
Mobil Truck/General	WG-02	12.33
Environmental Tech	GS-07	17.28
Accounting Clerk IV	GS-05	13.95
Computer Operator IV	GS-07	17.28
Computer Systems Analyst II	GS-11	25.57
General Clerk III	GS-03	11.10
Electronic Tech. Main. I	WG-08	18.70
Electronic Tech. Main. II	WG-09	19.61
Electronic Tech. Main. III	WG-10	20.51
Engineering Tech. IV	GS-07	17.28
Inspector	GS-08	16.30
Instrument Mechanic	WG-10	20.51
Material Coordinator	WG-07	17.86
Material Expeditor	WG-07	17.86
Order Filler	GS-04	14.95
Pneudraulics System Mechanic	WG-10	20.51
Supply Technician.	GS-07	17.28
Secretary III	GS-06	15.55
Word Processor III	GS-05	13.95
Messenger (courier)	GS-03	9.50
Aircraft Coordinator	GS-09	21.78

B. Fringe Benefits (applicable to all classifications)

1. Health and Insurance

Life, accident and health insurance and sick leave programs, 22 percent of basic hourly rate.

2. Holidays

- a. New Year's Day
- b. Martin Luther King's Birthday
- c. President's Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Columbus Day
- h. Veterans Day
- i. Thanksgiving Day
- k. Christmas Day

3. Vacation or Paid Leave

- (i) Two hours of annual leave each week for an employee with less than 3 years of service.

Pages 6 through 46 redacted for the following reasons:

(b)(4) Burdened labor Rates and Schedule of Prices for Lump Sum Work

APPENDIX A – DEFINITIONS AND ACRONYMS

As used throughout this order, the following terms shall have the meaning set forth below.

Where "as shown", "as indicated", "as detailed", or words of similar import are used, it shall be understood that reference is made to this specification and the drawings accompanying this specification unless stated otherwise.

Where "as directed", "as required", "as permitted", "approval", "acceptance", or words of similar import are used, it shall be understood that direction, requirement, permission, approval, or acceptance of the CO is intended unless stated otherwise.

Activity Address Code

A six-position code, composed of numbers, letters, or a combination of both, assigned for use on requisition documents submitted to Government supply sources, to identify the requisitioner, the consignee, and the payee.

Auxiliary or Accessorial Automatic Data Processing Equipment

Auxiliary or accessorial automatic data processing equipment includes plotters, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices, microfilm and other data acquisition devices), or computer performance evaluation equipment designed for use with digital, analog, or hybrid computer equipment, either cable or modem connected, wire connected, or stand alone, and whether selected or acquired with a computer or separately.

Cannibalization

The removal of serviceable parts, components, or assemblies from one piece of equipment to be used as replacement parts in other equipment or to fabricate another item.

Capital Equipment

An item of equipment with an acquisition cost of \$100,000 or more that has an estimated service life of two (2) years or more, that shall not be consumed in an experiment, and most generally shall be identified as an independently operable item.

Conference Room Furniture

Includes, but not limited to, tables, chairs, podiums, and computer cabinets.

Contemporary Furniture

Furniture consisting of all items of contemporary steel office furniture and related items, including automatic data processing equipment furniture. Contemporary furniture includes, but not limited to, freestanding tables, work surfaces, machine surfaces, chairs, storage cabinets, desks, coat racks, filing cabinets, bookcases, and related accessories.

Contractor-Acquired Equipment

Equipment procured or otherwise provided by the Contractor for the performance of an order, title to which is vested in the Government.

Controlled Equipment

All equipment with an acquisition cost of \$1,000 or more, that has an estimated service life of two (2) years or more, which will not be consumed or expended in an experiment, and selected items of equipment with an acquisition cost less than \$1,000 that are designated, and identified as sensitive by the holding Center.

Controlled Waste

Liquid and solid waste that cannot be released to the sewer, garbage, or treat on-site (includes, but not limited to, medical, special, universal, and recycled).

Critical Equipment

Equipment that directly interfaces with Space Flight Hardware or is vital in the accomplishment of MSFC missions and for which non-nominal operation could adversely affect personnel safety, Flight Hardware safety, or MSFC mission goals.

Customer Requested Move

The official request for Move Services. A move request containing one or multiple items constitutes a single move.

Customer Supplied Product

Any hardware, equipment, or materials supplied by a customer (for the purpose of fabrication, testing, storage, electrical, electronic, and electro-mechanical parts screening, analysis, and/or refurbishment) that will be returned to the customer upon completion of services at MSFC. Also, any item that shall be placed under the control of an on-site MSFC Contractor or civil service person (other than the customer/owner) for the purpose of receiving a service (i.e., fabrication, testing, storage, electrical, electronic, and electro-mechanical parts screening, analysis, and/or refurbishment) and/or will require a certification or acceptance document.

Demand

A request for issue of an item. A demand may be recurring or nonrecurring.

Design Layout

A graphic representation that includes the schematic arrangement of systems furniture components and specifies dimensions, communications and electrical outlets, egress passageways, door openings, and other elements associated with existing or new building structure.

Entry Reference Number

A unique control number generated by NASA Equipment Management System for each transaction input to NASA Equipment Management System.

Environmental/Temperature Controlled Storage

Storage requiring a specific temperature and/or humidity range that cannot be achieved in a normal warehouse operation.

Equipment

An item in the configuration of a mechanical, electrical or electronic apparatus or tool, which may perform a function independently or in conjunction with other equipment or components, normally costing in excess of \$1000, which may perform a function independently or in conjunction with other equipment or components.

Equipment Control Number

The identification number assigned and affixed to each item of equipment for control purposes by a tag or decal number.

Equipment Control Number Register

A written record of the assignment of equipment control numbers.

Equipment Record

A record maintained by the Supply and Equipment Management Officer that provides selected information about each item of controlled equipment.

Equipment Reutilization Screening

The examination of existing equipment documentation for the purpose of fulfilling equipment requirement through reassignment.

Equipment Systems

Assemblies of component equipment items designed and operated to accomplish specific functions.

Executive Furniture

Furniture consisting of traditional or modern wood office furniture, chairs, and related items.

Federal Acquisition Regulation

The codification of uniform policies and procedures for the acquiring by contract with appropriated funds of supplies or services by and for the use of the Executive Agencies of the Federal Government.

Final-Move Inspection

An inspection performed after each move is completed, ensuring assets (includes, but not limited to, furniture, equipment, computers) were moved as specified, ensuring customer requirements were satisfied, and asset location changes were updated in appropriate Government-provided data management systems. Includes customer signature to ensure requirements of the move statement are met.

Frequency of Service – applies to performance of preventive maintenance

- (1) Triennial (T): Services performed once every three years on a date or during the month specified.
- (2) Biennial (B): Services performed once every two years on a date or during the month specified.
- (3) Annual (A): Services performed once during each 12-month period of the contract at intervals of 335 to 395 calendar days.
- (4) Semi-annual (SA): Services performed twice during each 12-month period of the contract at intervals of 160 to 200 calendar days.
- (5) Quarterly (Q): Services performed four times during each 12 month period of the contract at intervals of 80 to 100 calendar days.
- (6) Bi-monthly (BM): Services performed six times during each 12-month period of the contract at intervals of 58 to 63 calendar days.

- (7) Monthly (M): Services performed 12 times during each 12 month period of the contract at intervals of 28 to 32 calendar days.
- (8) Bi-weekly (BW): Services performed 26 times during each 12-month period of the contract at intervals of 13 to 15 calendar days.
- (9) Weekly (W): Services performed 52 times during each 12 month period of the contract at intervals of six to eight calendar days.
- (10) Semi-weekly (SW): Services performed 104 times during each 12-month period of the contract at intervals of two to three calendar days.
- (11) Daily: (DS) Services performed 261 times during each 12 month period of the contract, once each day, Monday through Friday, including holidays unless otherwise noted; or (D7) services performed every day, seven days a week during each 12-month period of the contract including holidays unless otherwise noted.

From/To Location

The building and room number where a person or property is currently located and the building and room number where a person or property is being relocated.

General Purpose Equipment

Equipment that is commercially available.

Goods

Materials and supplies (i.e., books, fuel, chemical, medical supplies, film, printing materials, furniture, heavy machine).

Government-Furnished Equipment

Equipment furnished to a Contractor, or acquired by the Contractor, as in Contractor-Acquired Equipment.

Government-Furnished Property

Government-furnished property consists of Government-Furnished Equipment, Government-furnished furniture, and Government-furnished Material.

Hazardous Material

Materials, which because of quantity, concentration, or physical, chemical, or infectious characteristics, may pose a hazard to human health or the environment. As defined by 49 Code of Federal Regulations 173, 29 Code of Federal Regulations 1910, 40 Code of Federal Regulations 261, and Federal Standard 313.

Hazardous Waste

As defined by 40 Code of Federal Regulations 261.

H-Order

An order issued by MSFC {see NASA Federal Acquisition Regulation Supplement 1804.7102 (c)}.

Home Loan

An agreement that allows an employee to use Government equipment at a private residence.

Integrated Customer Service Department

The Integrated Customer Service Department provides strategic planning and business management for the Center Operations Directorate. The Integrated Customer Service Department also provides Integration Services for improved delivery of products and services to MSFC customers.

Integration

The process of modifying and interfacing separate pieces of equipment so they function as a complete system.

Internal Mail

Mail picked up and delivered on-site.

Inventory

Means all material being held by a Center as stores stock, program stock, or standby stock, except for that material actually in process of use or consumption.

Just-in-Time

Just-in-Time high volume, items ordered and delivered on a daily basis.

Lab Furniture

Furniture such as, but not limited to, worktables, powered workbenches, storage bins, storage drawer units, storage cabinets, and laboratory stools.

Leased Equipment

Equipment that has been conveyed by or to NASA by order for a certain time period in consideration of payment of rental fee.

Leased Services Equipment

Equipment that is not owned by the Government, but is provided with the Leased Services (i.e., Outsourcing Desktop Initiative within NASA computers, printers and related equipment, and copiers).

Loaned Equipment

Equipment in temporary use by other than NASA.

Maintenance

The systematic day-to-day and periodic work required to preserve a piece of Research, Development, Test, and Evaluation equipment in a condition so that it can be effectively utilized for its designated purpose and to prevent malfunction or failure. It encompasses scheduled inspection, cleaning, testing, adjustment, lubrication and replacement of parts. Maintenance is defined as recurring and scheduled activities such as preventive maintenance. Specific maintenance is defined as unscheduled actions taken to prevent malfunction or failure. An example is replacement of a system component that tests indicate will fail soon.

Major Finding

A deficiency that could have a direct adverse effect on safety or the quality of a product of service, or on the ability to meet requirements for a product or service. Major finding may include, for example, a complete absence or breakdown of a requirement.

Material

Supplies, parts, components, assemblies, and items that do not meet the criteria for equipment, including all material being held as stores stock, program stock, or standby stock, except for that material actually in the process of being used or consumed.

Mobile Equipment Property Pass

A Government issued signed form that allows an employee to move mobile equipment from one place to another.

Modification

A basic or functional change made to an equipment item to give a new orientation or to serve a new purpose.

NASA Federal Acquisition Regulation Supplement

A document, with the Federal Acquisition Regulation, establishes uniform policies and procedures relating to the procurement of supplies and services. The NASA Federal Acquisition Regulatory Supplement applies to all purchases and orders made by NASA for supplies and services that obligate appropriated funds.

NASA Equipment Management System

The NASA Equipment Management System is a transaction-based system that links every controlled equipment item to a unique equipment control number. The equipment control number acts as a cross-reference that ties the actual item of equipment to that item's record in the NASA Equipment Management System database. The uniqueness of the equipment control number permits NASA to maintain a standard system while providing each NASA installation and headquarters complete control and responsibility over their own portion of the data. The Property Custodian Module is designed as an extension of NASA Equipment Management System that provides an interface using the electronic signatures of the Property Custodian and/or NASA Equipment Management System Equipment Manager to approve equipment status.

The Inventory Module provides the NASA Equipment Management organization the capability to conduct triennial equipment inventory in a simplified and standardized manner, reducing the cost and time of manual equipment inventory.

NASA Equipment Management System Control

That segment of the equipment management organization that processes all equipment transactions and generates applicable forms and reports. (See Transaction Control Document)

NASA Online Supply Catalog

The NASA online supply catalog provides the NASA Supply Management System users with a Just-In-Time ordering capability. When orders generated in NASA online supply catalog are approved by the NASA Supply Management System commodity manager, they will be transmitted through Electronic Data Interchange to the trading partner.

NASA Property Disposal Management System

The NASA Property Disposal Management System provides NASA with an Agency-wide disposal management tracking system to support operational requirements for the utilization, transfer, donation, sales, or other disposal of idle NASA Personal Property. This property consists of foreign or domestic (including Exchange/Sale and Abandoned or Unclaimed Personal Property) personal property that is no longer required by the custodian organization within a NASA site or Contractor for the needs or the discharge of its responsibilities. NASA Property Disposal Management System includes standard query reports, automatic standard reports, data entry, editing, and validation, and active and historical case maintenance.

NASA Supply Management System

The NASA Supply Management System provides NASA with an Agency-wide supply/logistics system to support operational requirements for the Receiving, Issuing, Replenishing, and overall control of non-capital supply items. Supply items are segregated by domains. A domain is simply an owner (either NASA or a Contractor) of the supply item(s). Access to any domain is controlled through security thereby restricting use/request of items to your domain. Interfaces with Defense Logistics Supply Center, Defense Automatic Addressing System Center-Automated Message Exchange System, NASA Property Disposal Management System, and local accounting systems are accommodated.

Near-Site

Any location within a fifty (50) mile radius of MSFC, AL.

No Cost to This Order

No cost work is work for which the Contractor is not funded through orders, such as the use of Government purchase cards at the Retail Store and patrons paying cash for food in the cafeterias.

Noncontrolled Equipment

Items of equipment not designated as sensitive which have an acquisition cost of less than \$1,000.

Normal Duty Hours

Normal MSFC duty tours are provided for the quoter's information. Normal duty hours are defined as a 5-day week, Monday through Friday, (excluding legal holidays), 8 (work) hours per day between the hours of 7 a.m. and 5:00 p.m. Quoters will be expected to establish working hours compatible with the organizations to be supported.

Office Furniture

Contemporary, Automatic Data Processing Equipment, executive, systems/modular.

On-Site

Any MSFC location within Redstone Arsenal, AL.

Overnight Deliveries

Items that are shipped via overnight carriers to be received, processed, and delivered to customers within one (1) day.

People Moves

The relocation of an individual or group of individuals from one location to another.

Pickup Document

The Official document used for the removal of excess property. A pickup document containing one or multiple items constitutes a single pickup.

Pre-Move Inspection

An inspection performed on each move request received for gathering specific requirements, surveying “to/from” locations, verifying items to be moved, coordinating furniture needs (new and reutilized/reissued) to fulfill move requirements, ensure the “to” location has a complete standard office set-up (contemporary or executive, as required), and identifying special circumstances (i.e. multiple floors, accessibility to elevator or lift services, loading dock accessibility, identification of items to be reutilized, excessed, or disposed of in both move “to/from” locations, and identification of items in obvious need of repair or rehabilitation).

Program Stock

Material acquired by direct purchase or by issue from stores stock for a specific program or project.

Property Accountability

A record of transactions, systematically maintained, which at any given time will disclose item identification, quantity, cost, location, and custodial responsibility of personal property controlled by a NASA Center or a Contractor.

Property Custodian

An individual organizationally or geographically assigned who is responsible for all controlled equipment assigned to a designated property management area.

Property Management Area

An area of property management responsibility by organization or by a geographic area, selected by the Supply & Equipment Management Officer in conjunction with the head of the organizational unit, for the assignment of a property custodian for property control.

Property Moves

Movement of property such as (but not limited to) refrigerators, microwave ovens, displays, whiteboards, lab equipment.

Property Survey Board

Composed of two (2) or more members (with alternates as appropriate) and a chairperson, which will investigate and make recommendations to department directors and other appropriate Center officials concerning the loss, damage, or destruction of property exceeding \$1,000 in acquisition value.

Purchase Request or Purchase Order

A document utilized to state requirement for, and to authorize purchase of, goods and services.

Reconfiguration

To rearrange/change the elements of systems furniture.

Repair

Work required to restore Motor Pool and Research, Development, Test, and Evaluation equipment (or component thereof) and furniture to a condition substantially equivalent to its originally intended and designed capacity, efficiency or capability after malfunction or failure. This includes rebuilding, overhaul and replacement of parts or materials that have failed or are performing at an unsatisfactory level. Replacing a vacuum pump that has failed in an environmental chamber is an example of a repair.

Repair Part

A part needed to return a higher assembly or component to a serviceable or operational condition.

Response

An on-site visit by a technician to inspect, evaluate, and initiate corrective actions in response to a trouble call.

Reutilization

The reassignment of equipment for other use with appropriate transfer of accountability.

Sales

Auction, Drop-by Spot Bid, Internet, Negotiated, and Retail.

Screen by Computer and Request Excess by Electronic Notification

Screen by Computer and Request Excess by Electronic Notification is an interactive, electronic bulletin board that allows Federal Agencies to search, freeze, and request transfer of excess property.

Selected Item Drawing

A Selected Item Drawing establishes further requirements or restrictions of an existing item under control of another design activity or defined by a nationally recognized standard, a design or a vendor's item for fit, tolerance, performance or reliability within the limits prescribed for that item.

Sensitive Item

An item that, due to the pilferable nature or the hazardous nature, requires a stringent degree of control. A sensitive item can be capital or non-capital equipment or materials.

Shipping Document/Request for Shipping

The authorization and acceptance document that accompanies equipment when it is being sent to another location.

Small Package

In accordance with the United States Postal Service and small package carriers, sixty (60) pounds or less in weight and less than one hundred-eight (108) inches in girth.

Smart Card

Anything used to access computer systems (authentication token).

Source Control Drawing

A Source Control Drawing depicts an existing commercial or vendor item which exclusively provides the performance, installation and interchangeable characteristics required for one or more specific critical applications. If an item can be completely defined for all applications, a Vendor Item Control Drawing is required. This type of drawing is used when it is necessary to limit the source(s) of supply for an item to be used in a critical application because a specific supplier's item has proved satisfactory in qualification testing or in use on an end item, also there is not satisfactory experience with similar items from other supplier or it is impractical to isolate the function or physical characteristics which determine the item's suitability.

Spare

An item peculiar to a system or end item and held in reserve.

Special Events Furniture and Furnishings

Furniture such as (but not limited to) tables, chairs, podiums, easels, flags, plants, and wall partitions.

Special Purpose Equipment

Equipment that is owned or leased by MSFC for heavy-duty and special operations. Examples include: cranes, forklifts, tractors and man lifts. This does not apply to orders for special equipment assigned under the order.

Survey Records

Documentation that is accompanied with the formal survey report. This documentation consists of a Report of Incident (internal Protective Services Department form), Survey Board Considerations for Determining Government Property Accountability form (internal Logistics Services Department form), and other data that may be required by the Property Survey Board.

Survey Report

A report of administrative action taken to investigate and review the loss, damage, or destruction of Government property and to assemble pertinent facts and determine the extent of such loss, damage, or destruction.

Systems Furniture

Furniture that consists of interconnecting structural panels as a central, integrating element. In addition to the panels, the systems shall include panel-supported storage, task management devices, electrical, and wire management components. These systems shall also include panel-supported or freestanding work surfaces.

Technical Monitor

An individual appointed to provide continuous evaluation of the contractor's performance in specifically assigned areas of responsibility.

Transaction

Each add, delete, or change to an equipment record in NASA Equipment Management System and NASA Property Disposal Management System.

Transaction Control Document (NASA Form 1602)

The document generated by NASA Equipment Management System that controls property custodian equipment transactions after initial entry into the NASA Equipment Management System database and that serves as the property custodian's detailed record for each assigned equipment item.

Vendor Item Control Drawing

A design activity control drawing, which depicts and controls the performance and configurations of a "commercial item" or a "vendor developed item" advertised or cataloged as available on an unrestricted basis or on order as an "off the shelf" item or an item that, while not commercially available, is procurable on order from a specialized segment of industry. The drawing, under the heading "Suggested Source(s) of Supply" shall list two (2) or more known sources along with their associated Contractor and Government Entity Code, name, address and manufacturer's item identification number unless, after suitable search, it is determined that there is only one source.

ACRONYMS AND ABBREVIATIONS

AAC	Activity Address Code
ADEM	Alabama Department of Environmental Management
ADPE	Automatic Data Processing Equipment
ALERT	Acute Launch Emergency Restraint Tip
ANSI	American National Standards Institute
AS&E	American Science and Engineering
ASQ	American Society for Quality
CBL	Commercial Bill of Lading
CD-ROM	Compact Disk-Read Only Memory
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CFR	Code of Federal Regulations
CNC	Computerized Numerical Control
CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off-the-Shelf
CPR	Core Process Requirement
CPU	Central Processing Unit
CSP	Customer Supplied Product
DLA	Defense Logistics Agency
DO	Delivery Order
DPD	Data Procurement Document
DRD	Data Requirements Description
DRMO	Defense Reutilization Marketing Office
ECN	Equipment Control Number
EED	Environmental Engineering Department
EEE	Electrical, Electronic, and Electro-Mechanical
EO	Executive Order
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FHSRS	Flight Hardware Support Request System
FLR	Fixed Labor Rate
GAO	General Accounting Office
GBL	Government Bill of Lading
GFE	Government-Furnished Equipment
GFF	Government-Furnished Facilities
GFM	Government-Furnished Material
GFP	Government-Furnished Property
GIDEP	Government Industry Data Exchange Program
GPE	General Purpose Equipment
GSA	General Services Administration
GUI	Graphical User Interface

HAZWOPER	Hazardous Waste Operations and Emergency Response
HWSF	Hazardous Waste Storage Facility
IAM	Integrated Asset Management
IATA	International Air and Transportation Association
IAW	In Accordance With
IDIQ	Indefinite Delivery Indefinite Quantity
IFM	Integrated Financial Management
IFMP	Integrated Financial Management Program
I/O	Input and Output
ISO	International Organization of Standardization
IT	Information Technology
JIT	Just-In-Time
JWOD	Javits-Wagner-O'Day Act
LSD	Logistics Services Department
LSO	Logistics Service Order
MLR	Marshall Lead Representatives
MOP	Management Operating Plan
MPD	Marshall Policy Directives
MPG	Marshall Procedures and Guidelines
M&R	Maintenance and Repair
MSDS	Material Safety Data Sheet
MSFC	Marshall Space Flight Center
MWI	Marshall Work Instructions
NASA	National Aeronautics and Space Administration
NEMS	NASA Equipment Management System
NFPA	National Fire Protection Association
NIB	National Industries for the Blind
NISH	National Industries for the Severely Handicapped
NOSC	NASA Online Supply Catalog
NPDMS	NASA Property Disposal Management System
NPG	NASA Procedures and Guidelines
NRC	Nuclear Regulatory Commission
NSMS	NASA Supply Management System
OIG	Office of Inspector General
OMEHS	Occupational Medicine and Environmental Health Services
ORR	Operational Readiness Review
OSHA	Occupational, Safety, and Health Administration
OWI	Organizational Work Instructions
PC	Personal Computer
PCB	Polychlorinated Biphenyl
PCH	Program Critical hardware
PDO	Property Disposal Officer
PDTS	Procurement Discrepancy Tracking System
PM	Preventive Maintenance
PPE	Personal Protective Equipment
PPW	Pre-Priced Work

PS	Performance Summary
PSCC	Protective Services Control Center
PSD	Protective Services Department
PWS	Performance Work Statement
QA	Quality Assurance
QC	Quality Control
QP	Quality Planning
RCM	Reliability Centered Maintenance
RDT&E	Research, Development, Test, and Evaluation
RF	Radio Frequency
RSA	Redstone Arsenal, Alabama
SDL	Standard Distribution List
SEMO	Supply & Equipment Management Officer
SHE	Safety, Health, and Environmental
S&MA	Safety and Mission Assurance Office
SOFI	Spray On Foam Insulation
SPE	Special Purpose Equipment
TC	Trouble Call
TDY	Temporary Duty
T&M	Time and Materials
TRL	Technical Reference Library
TSDR	Treatment, Storage, Disposal, Recycling Facility
USPS	United States Postal Service
VEO	Vehicle Equipment Operation

NPR 1371.2	Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives
NPR 2810.1	Security of Information Technology
NPR 4100.1	NASA Materials Inventory Management Manual
NPR 4200.1	NASA Equipment Management Manual
NPR 4200.2	Equipment Management Manual for Property Custodians
NPR 4300.1	NASA Personal Property Disposal Procedures & Guidelines
NPR 4310.1	Identification & Disposition of NASA Artifacts
NPR 5100.4	Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) [48 CFR 1800-1899]
NPR 6000.1	Transportation Management
NPR 6200.1	NASA Transportation and General Traffic Management
NPR 7120.5	Program and Project Management Processes and Requirements
NPR 7900.3B	Aircraft Operations Management
NPR 8621.1	NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping
NPR 8715.3	NASA Safety Manual
NPR 8831.2	Facilities Maintenance Management

OSHA Occupational Safety, and Health Administration Regulations

*Guidance on the Use of Encryption and Digital Signatures for the Protection of Sensitive but Unclassified Information

*NASA Export Control Program

*NASA Procedures for Exports to Russia Hardware and Technical Data (Including Software)

*The final three (3) documents can be obtained from the Contracting Officer.

**Specific information pertaining to FAR and NASA Far Supplement Clauses can be found in Sections 1 & 2