

MWI 4530.1

REVISION B

EFFECTIVE DATE: October 1, 2000

EXPIRATION DATE: October 1, 2005

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# **MARSHALL WORK INSTRUCTION**

**AD01**

## **FLIGHT HARDWARE SUPPORT OPERATIONS (FHSO) COMPONENT ACQUISITION, INVENTORY CONTROL, AND KITTING SERVICES**

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**DOCUMENT HISTORY LOG**

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P06.1-C08 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/16/99	General rewrite to clarify operational instructions and address new processes. Includes changes to address use of new MSFC Form 4358 and changes to address new funding methodology (Appendix A).
Revision	B	10/1/00	Revised to reflect new applicable documents and corresponding document numbers. Paragraph 6.5.3 expanded to provide details of dispositioning nonconforming products procured by FHSO. Corrections to document flowcharts.

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## 1. PURPOSE

This Marshall Work Instruction (MWI) establishes the instructions for requesting and providing acquisition, kitting, inventory management, and control services for flight-designated, qualification and flight-associated hardware parts, components, and subassemblies through the Marshall Space Flight Center (MSFC) Logistics Services Department, Flight Hardware Support Operations (FHSO). The FHSO is specifically designed to provide dedicated support for MSFC flight projects and maximize the effectiveness of project engineers and scientists by reassigning and minimizing nonengineering-related tasks. MSFC flight projects are encouraged to fully utilize the prescribed services to maximize project efficiency. The Appendix of this document establishes the procedure for funding component and material acquisitions.

## 2. APPLICABILITY

This MWI applies to MSFC personnel who forecast, withdraw, replenish, stock, or initiate the procurement of flight hardware parts, components, and subassemblies in accordance with MWI 5100.1.

## 3. APPLICABLE DOCUMENTS

3.1 MPG 6410.1, "Handling, Storage, Packaging, Preservation, and Delivery (H.S.P.P. & D.)"

3.2 MPG 8040.3, "Product Traceability"

3.3 MPG 8730.3, "Control of Nonconforming Product"

3.4 MSFC-RQMT-2918, "Requirements for Electrostatic Discharge Control"

3.5 MWI 4500.1, "Supply Management: Storage and Issue"

3.6 MWI 4520.2, "Use of the Procurement Discrepancy Tracking System (PDTs)"

3.7 MWI 5100.1, "Procurement Initiators Guide"

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3.8 QS01-QE-002, "Assignment of Quality Requirements to Procurements and Shipping Requests"

#### 4. REFERENCES

None

#### 5. DEFINITIONS

##### 5.1 Acronyms.

5.1.1 ADP - Acceptance Data Package

5.1.2 APRS - Automated Procurement Request System

5.1.3 EPL - Engineering Parts List

5.1.4 FHSO - Flight Hardware Support Operations

5.1.5 GIDEP - Government Industry Data Exchange Program

5.1.6 I&AR - Inspection and Acceptance Request

5.1.7 ISC - Institutional Services Contractor

5.1.8 NSMS - NASA Supply Management System

5.1.9 PDTS - Procurement Discrepancy Tracking System

5.1.10 PSA - Program Stock Account

5.1.11 QAR - Quality Assurance Representative

5.1.12 S&MA - Safety and Mission Assurance

##### 5.2 Definitions.

5.2.1 Authorized Project Personnel. Project personnel authorized to requisition, replenish, and stock components and materials. The applicable project engineer or laboratory lead will designate authorized personnel for each project.

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5.2.2 Flight Hardware Support Request System (FHSRS). An electronic, web-based inventory control data base accessible through the MSFC network at URL <http://fhs>.

5.2.3 Kitting. Gathering individual requested components and/or materials and providing them in a packaged 'kit' per project instructions.

## 6. INSTRUCTIONS

The following instructions are provided for established and approved flight qualification and flight development projects upon completion of appropriate laboratory planning exercises:

### 6.1 Instructions for the Assignment of MSFC Procurement Analyst.

6.1.1 The Systems Engineer/Department Lead will contact the MSFC Procurement Office and request identification and assignment of a MSFC Procurement Analyst Specialist to support the project.

6.1.2 The MSFC Procurement Office will specify and assign an analyst to support project activities and provide the analyst's name and phone number through written or oral communication with the project and the FHSO.

### 6.2 Instructions for Requesting FHSO Capability Review.

FHSO services are described on the MSFC FHSO web site, URL <http://fhs>. This web site includes a current listing of points of contact and phone numbers for requesting current information and capability reviews.

6.2.1 The Systems Engineer/Department Lead shall contact the FHSO Manager and request a review of FHSO capabilities when required.

6.2.2 The FHSO Manager will meet with project personnel and provide a written and oral review of FHSO, and provide the project with points of contact for flight hardware acquisitions, material issues, reservations, and kitting services.

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### 6.3 Instructions for Establishing a Program Stock Account (PSA).

The establishment of a project-specific program stock account is required to comply with MSFC property regulations and provide the project with distinct and unique ownership of components and materials stocked, maintained, reserved, and/or sequestered by authorized project personnel. The following procedural steps should be followed:

6.3.1 The Systems Engineer determines if hardware components, parts, and/or subassemblies shall be acquired, stored, kitted, reserved, sequestered, and/or otherwise maintained by the FHSO.

6.3.2 Requests the establishment of a project-specific PSA in accordance with MWI 4500.1.

### 6.4 Instructions for Developing a Project Profile.

Each project to be supported by FHSO should complete a project profile worksheet provided by the ISC. This worksheet will be used to establish a data base for the MSFC project within the MSFC FHSRS. Establishment of a project profile must be completed prior to requesting services from the FHSO in order to maintain project-specific accountability. The following procedure should be followed in requesting and completing a project profile worksheet:

6.4.1 The Systems Engineer/Department Lead requests a project profile worksheet from the FHSO Supervisor.

6.4.2 The FHSO Supervisor, upon request, provides the project profile worksheet via e-mail or fax and provides guidance for completing the data whenever necessary.

6.4.3 The Systems Engineer/Department Lead completes the worksheet, verifies that all personnel authorized on the PSA are listed, and validates the information by signing the worksheet.

6.4.4 Faxes profile worksheet to the FHSO Supervisor.

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6.4.5 The FHSO Supervisor establishes project profile in the MSFC FHSRS.

6.4.6 Assigns a unique project identifier and notifies project personnel of designation.

6.5 Instructions for Requesting or Providing FHSO Support Services.

The FHSO will provide the following services when requested by an approved MSFC project:

- a. Quote, material cost, and lead time estimations. (6.5.1)
- b. Material acquisition and procurement support. (6.5.2)
- c. Facilitation of S&MA receiving inspection processes and acceptance. (6.5.3)
- d. Material and component kitting services. (6.5.4)
- e. Material, component, and ground support equipment (GSE) maintenance, inventory control, and storage services. (6.5.5)
- f. Engineering support services including alternative parts/component identification and component application guidance. (6.5.6)

6.5.1 Instructions for Processing Material Quote Requests using MSFC Form 4358.

MSFC Form 4358, "MSFC FHSO Material Request/Quality Criteria Assignment," will be used to request estimates and quotes for needed parts and materials. A computer-generated version of MSFC Form 4358 is accessible through the FHSRS and is the preferred method of generating a quote request. MSFC Form 4358 can also be obtained through the MSFC Electronic Forms Directory. The following procedure shall be followed when submitting a material quote request:

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6.5.1.1 Authorized Project Personnel enter "Date of Request," "Request Name," "Requester Phone," "Project Name," and "Project ID Number."

6.5.1.2 Assign a "Request ID#" to the request. This identification number must be unique to the request. The following format is recommended:

Requester's Initials: 3 Places (i.e., John J. Smith = JJS)  
 Project Acronym: 4 Places (i.e., Oxygen Generator Assembly=OGA)  
 Sequential Number: (A/N) 2 Places (i.e., 01 = First quote request from John J. Smith)  
 Letter "Q" (Designator for Quote Request)

In the example above the "Request ID#" = "JJSOGA01Q"

6.5.1.3 Complete the "Rev." field as appropriate. The "Rev." field is reserved for revisions to a previously submitted request. If a change or revision to an original request is required, the "Rev." field will be populated by a sequential alpha character by the requester, i.e., Rev. A,B,C...

6.5.1.4 Complete the "Need Date" and "EPL#" fields as applicable.

6.5.1.5 Authorized Project Personnel identify the "Type of Request" and "Type of Material" as required.

6.5.1.6 Complete the "Materials Required" section of the form. **Note:** Each line in this section of the electronic form will expand as required up to 256 characters.

6.5.1.7 Provide the following data as a minimum to speed FHSO response: sequential item numbers, a complete and accurate part number, and a technical description of the part or material requested.

6.5.1.8 May recommend a suggested vendor(s) for the materials requested by entering additional data in this section of the form.

6.5.1.9 Save the request as a file on his/her computer for future reference.

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6.5.1.10 Forward quote requests for parts or materials intended for "Flight Use" or "Quality-Sensitive" to the assigned project QAR.

6.5.1.11 E-mail quote request for parts or materials intended for "Non-Flight Use" directly to the FHSO Supervisor for processing.

6.5.1.12 Project QAR will enter his/her name and phone number on the request form.

6.5.1.13 Denote whether parts tags are requested.

6.5.1.14 Review, validate, and/or ensure that detailed quality criteria, traceability requirements, test, inspection, and acceptance requirements are provided and in accordance with project requirements, MPG 8040.3, and/or OWI, QS01-QE-002. When acceptance tests are to be conducted at MSFC, a copy of the request will be forwarded to the appropriate MSFC testing organization for review and concurrence.

6.5.1.15 Forward completed request to the FHSO Supervisor via e-mail.

6.5.1.16 FHSO screens quote request against stocked materials meeting quality requirements and notes available items on request.

6.5.1.17 Screen requested materials against GIDEP Alerts, suspend requisition if Alert located, notify requester, and request disposition instructions.

6.5.1.18 Obtain price and availability information as requested and note on the form, and return the completed quote request to the original requester.

6.5.2 Instructions for Processing Material Requisition Requests using MSFC Form 4358.

MSFC Form 4358, "MSFC FHSO Material Request/Quality Criteria Assignment," shall be used to request requisition of needed parts and materials. A computer-generated version of MSFC Form

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4358 is accessible through the FHSRS and is the preferred method of generating a quote request. MSFC Form 4358 can also be obtained through the MSFC Electronic Forms Directory. The following procedure shall be followed when submitting a material requisition:

6.5.2.1 Authorized Project Personnel enter "Date of Request," "Request Name," "Requester Phone," "Project Name," and "Project ID Number."

6.5.2.2 Assign a "Request ID#" to the request. This identification number must be unique. The following format is recommended:

Requester's Initials: 3 Places (i.e., John J. Smith = JJS)  
Project Acronym: 4 Places (i.e., Oxygen Generator Assembly=OGA)  
Sequential Number: (A/N) 2 Places (i.e., 01 = First material requisition from John J. Smith) Letter "R" (Designator for Requisition)

In the example above the "Request ID#" = "JJSOGA01R"

6.5.2.3 Complete the "Rev." field as appropriate. The "Rev." field is reserved for revisions to a previously submitted request. If a change or revision to an original request is required, the "Rev." field will be populated by a sequential alpha character by the requester, i.e., Rev. A,B,C...

6.5.2.4 Complete the "Need Date" for requisitions and "EPL#" fields as applicable.

6.5.2.5 Identify the "Type of Request" and "Type of Material" as required.

6.5.2.6 Complete the "Materials Required" section of the form. Note: Each line in this section of the electronic form will expand as required up to 256 characters.

6.5.2.7 Provide the following data as a minimum to speed FHSO response: sequential item numbers, a complete and accurate part number, and a technical description of the part or material requested.

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6.5.2.8 May recommend a suggested vendor(s) for the materials requested by entering additional data in this section of the form.

6.5.2.9 Provide disposition instructions for requested materials. Disposition instructions may be included as a line item on Form 4358 or provided as an attachment to the request.

6.5.2.10 Save the request as a file on his/her computer for future reference.

6.5.2.11 Forward requisition for parts or materials intended for "Flight Use" or "Quality-Sensitive" to the assigned project QAR, or

6.5.2.12 E-mail requisition for parts or materials intended for "Non-Flight Use" directly to the FHSO Supervisor for processing.

6.5.2.13 Project QAR will enter his/her name and phone number on the request form.

6.5.2.14 Denote whether parts tags will be required.

6.5.2.15 Review, validate, and/or ensure that detailed quality criteria, traceability requirements, test, inspection, and acceptance requirements are provided and in accordance with project requirements, MPG 8040.3, and/or OWI, QS01-QE-002. When acceptance tests are to be conducted at MSFC, a copy of the request will be forwarded to the appropriate MSFC testing organization for review and concurrence.

6.5.2.16 Print and sign a copy of the request and fax the request to FHSO. It is recommended that the QAR retain a copy of the electronic request for their records and reference.

6.5.2.17 FHSO screens request against stocked materials meeting quality requirement; note available items on request. The FHSO will screen the remaining requested materials against other Government supply sources and assign a local stock number(s) or denote existing Federal stock number(s) for each item to be procured.

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6.5.2.18 Screen requested materials against GIDEP Alerts, suspend requisition if Alert located, notify requester, and request corrective action.

6.5.2.19 Procure requested parts and material in accordance with prescribed quality/inspection requirements, denote cost and delivery schedule on request form, or forward to project's MSFC Procurement Analyst for acquisition when FHSO acquisition limitations will be exceeded in accordance with MWI 5100.1.

6.5.2.20 Return a copy of the completed requisition to the requester and to S&MA/QS10.

### 6.5.3 Facilitation of S&MA Receiving Inspections and Acceptance.

Prior to submission to S&MA, FHSO personnel shall perform an initial inspection on all materials, components, and pedigree documentation received, update the FHSRS, and disposition items per requester instructions. For items procured by the ISC and determined to be nonconforming during initial inspection, FSHO will disposition discrepant materials in accordance with contractor procedures. For items procured by the MSFC Procurement Office, received by FHSO and found to be nonconforming, disposition will be coordinated through the MSFC Procurement Analyst. In each case, disposition of discrepant materials will be coordinated through the responsible QAR and requesting organization.

All items requiring flight certification will be forwarded to MSFC S&MA for parts tag (MSFC Form 312) assignment. Any hardware discrepancy discovered during S&MA acceptance and or testing will be reported and dispositioned through the PDTs in accordance with MWI 4520.1.

Whenever requested materials have been designated for "flight use," "quality-sensitive," and/or require S&MA inspection and acceptance, the following procedure will be followed:

6.5.3.1 Inspection/Testing of residual and/or stocked materials and components:

a. The FSHO Supervisor reviews each request for completeness

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and ensures that acceptance criteria and traceability requirements have been provided.

b. The FSHO Asset Specialist generates issue of stock materials and corresponding ADP for those items meeting specified acceptance and traceability requirements.

c. The FHSO Supervisor generates electronic I&AR within the PDTS.

d. Have material(s), corresponding ADP(s), and copy of request containing acceptance, test, and inspection criteria delivered to S&MA, Building 4705, for subsequent acceptance, test, and parts tag assignment.

e. The S&MA Inspector(s) performs inspection per acceptance criteria and applicable S&MA procedures.

f. Update electronic I&AR in the PDTS and place items and assigned parts tag in designated FHSO pickup location.

g. When required, forwards materials to responsible MSFC testing organization for acceptance and/or function tests based on project requirements stated on the FHSO Material Request Form.

h. Denote/certify test results on MSFC 312 and update PDTS IAR request status.

i. The FSHO Supervisor closes electronic I&AR and dispositions materials per request.

#### 6.5.3.2 Inspection/Testing of procured parts and materials:

a. The FHSO Asset Specialist/Designee, upon receipt, conducts an initial receiving inspection of materials for count, condition, part verification and completeness of ADP enclosures. Initiates corrective action if required.

b. The FHSO Supervisor generates electronic I&AR within the PDTS.

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c. Have materials, corresponding ADP, and copy of request containing acceptance and inspection criteria delivered to S&MA, Building 4705, for subsequent acceptance and parts tag assignment.

d. The S&MA Inspector(s) performs inspection per acceptance criteria and applicable S&MA procedures.

e. When required, forwards materials to responsible MSFC testing organization for acceptance and/or function tests based on project requirements stated on the FHSO Material Request Form.

f. Denotes/certifies test results on MSFC 312 and updates PDTS IAR request status.

g. Updates electronic I&AR in the PDTS and places items and assigned parts tags in designated FHSO pickup location.

h. The FHSO Supervisor closes electronic I&AR and dispositions materials per request.

#### 6.5.4 Instructions for Requesting FHSO Kitting Services.

FHSO will provide component and material kitting services upon request from MSFC projects. The following procedure should be followed when requesting kitting services:

6.5.4.1 Authorized Project Personnel may request that reserved or requisitioned components and materials be provided in a kit form by completing an electronic kitting request via the FHSRS and/or providing written instructions to the FHSO Supervisor.

6.5.4.2 FHSO will kit and package the requested materials and components per provided instruction. Disposition of the kitted materials will be performed in accordance with project instructions.

#### 6.5.5 Instructions for Maintenance, Storage, Reservation, or Sequestering of Flight-Certified and Noncertified Components/Materials.

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6.5.5.1 FHSO will maintain a record of all flight pedigree documentation, test reports, certifications of compliance, and MSFC Form 312 on a per-part basis to ensure compliance with project and MSFC S&MA acceptance. Flight certifications/pedigrees will be maintained until the corresponding parts have been depleted through the issue process. Original pedigree documentation and other applicable documentation including the parts tag (MSFC Form 312) will be issued with the part(s) as the last quantity is issued. The issuance of parts and materials by FHSO will be performed in accordance with contractor procedures.

6.5.5.2 The handling, storage, and maintenance of Electrostatic Discharge Sensitive (ESDS) components and materials will be performed in accordance with MSFC-RQMT-2918.

6.5.5.3 FHSO's ESD-protective storage areas will be initially inspected, certified, and periodically audited per MSFC-RQMT-2918 by S&MA on an annual basis.

6.5.5.4 MSFC flight projects shall request that procured or stocked components/materials be reserved or sequestered for sole use by the project in the request disposition instructions. Reservations can be performed in accordance with lot/batch, serialized, and/or reflight requirements prescribed by the project.

6.5.5.5 FHSO will reserve and/or sequester the designated materials per project instructions in the project's assigned PSA and maintain those materials until otherwise directed by the project.

6.5.5.6 FHSO will develop asset records within the FHSRS data base for each item reserved/sequestered by the project.

6.5.5.7 FHSO will develop individual asset records for each traceable asset consistent with the part or materials traceability and/or certification. Traceable assets shall be identified via unique bar-coded labeling and not commingled with similar assets.

6.5.5.8 FHSO will provide each project with an annual report of PSA materials for retention review.

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6.5.5.9 Systems Engineer(s)/Department(s) will review annual reports and provide additional disposition instructions as necessary.

6.5.5.10 Authorized project personnel will be permitted to withdraw flight and nonflight components and materials from the FHSO component storage facilities located in MSFC Building 4723 by requesting issue through the FHSO Asset Specialist. The FHSO inventory can be viewed through the FHSRS query engine accessible through the MSFC network at URL <http://fhs>.

6.5.6 Instructions for requesting FHSO Engineering Support Services.

FHSO will provide engineering support services to include alternative parts identification, guidance on component application, and packaging upon request from an established MSFC project. Requests for these services should be requested through the FHSO Manager or FHS Supervisor via oral or e-mail request.

6.6 Instructions for Funding Acquisitions of Project Components and Materials.

Instructions for funding the acquisition of project components and materials are provided in Appendix A of this MWI. Acquisition cost of materials and components will not be burdened or loaded by the ISC.

**7. NOTES**

None

**8. SAFETY PRECAUTIONS AND WARNING NOTES**

None

**9. RECORDS**

MSFC Form 312, "Inspection and Receiving Report"

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MSFC Form 4358, "FHSO Material Request/Quality Criteria Assignment"

The above quality records and all applicable ADP will be maintained by the ISC in accordance with their contract.

#### 10. PERSONNEL TRAINING AND CERTIFICATION

ESD Certification Training

#### 11. FLOW DIAGRAM

See attached.

#### 12. CANCELLATION

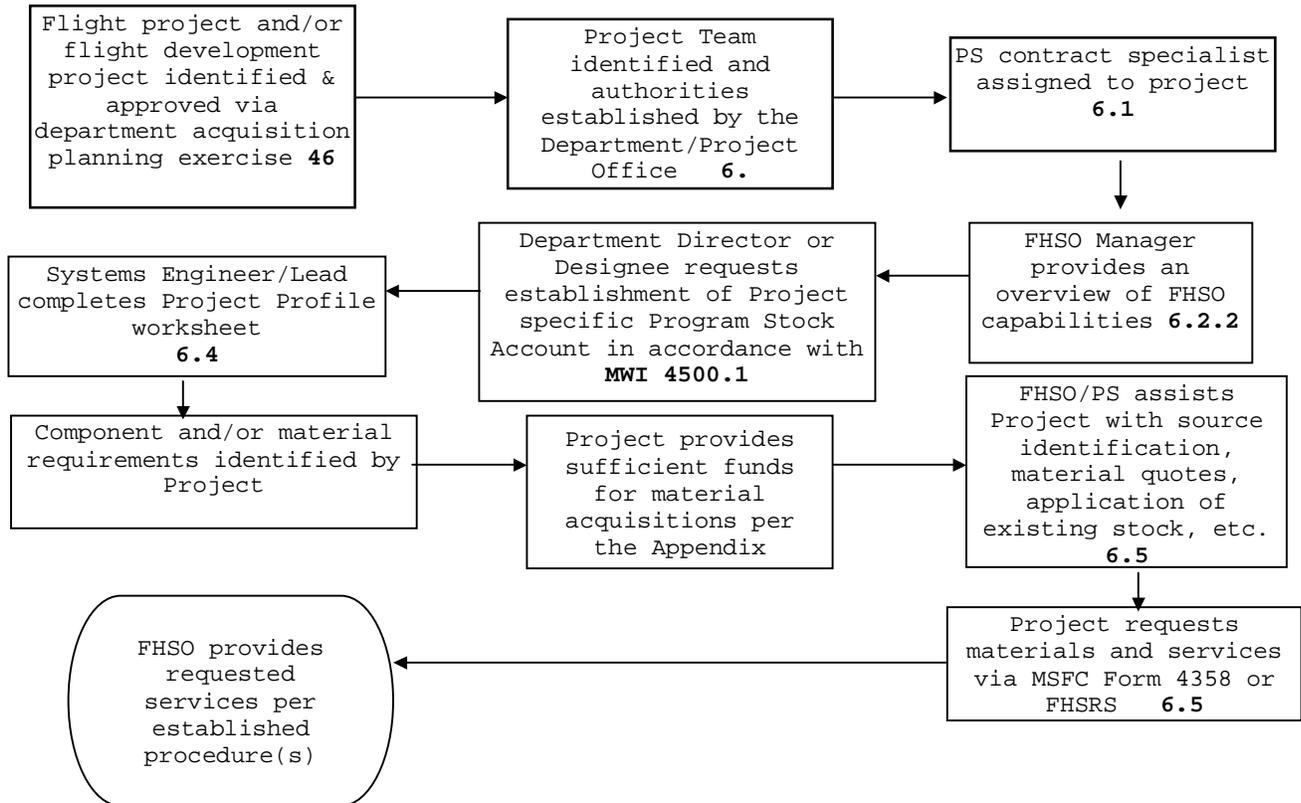
MWI 4530.1A dated August 16, 1999

Original Signed by  
Sidney P. Saucier for

A. G. Stephenson  
Director

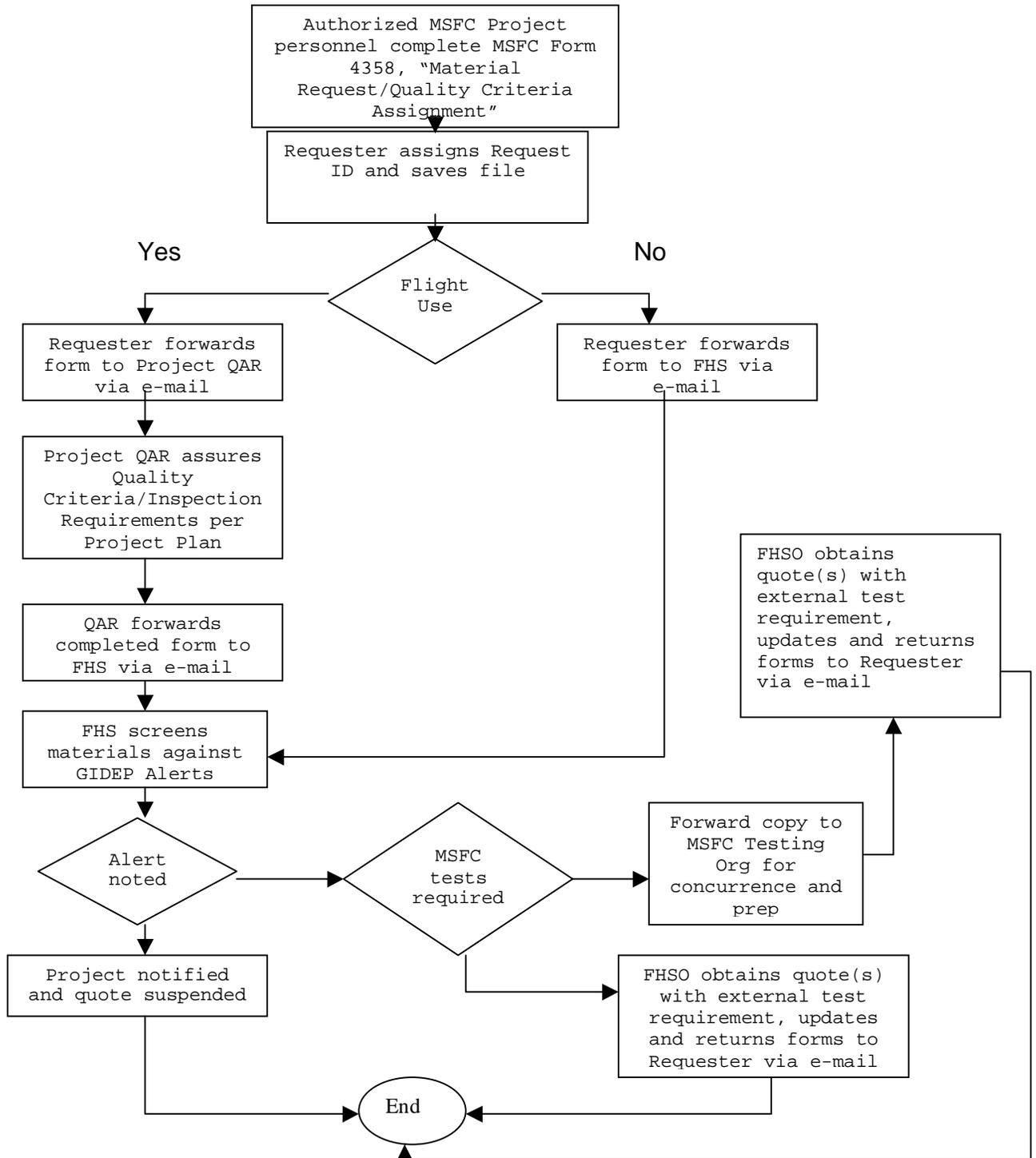
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**FHSO Process  
6.5**



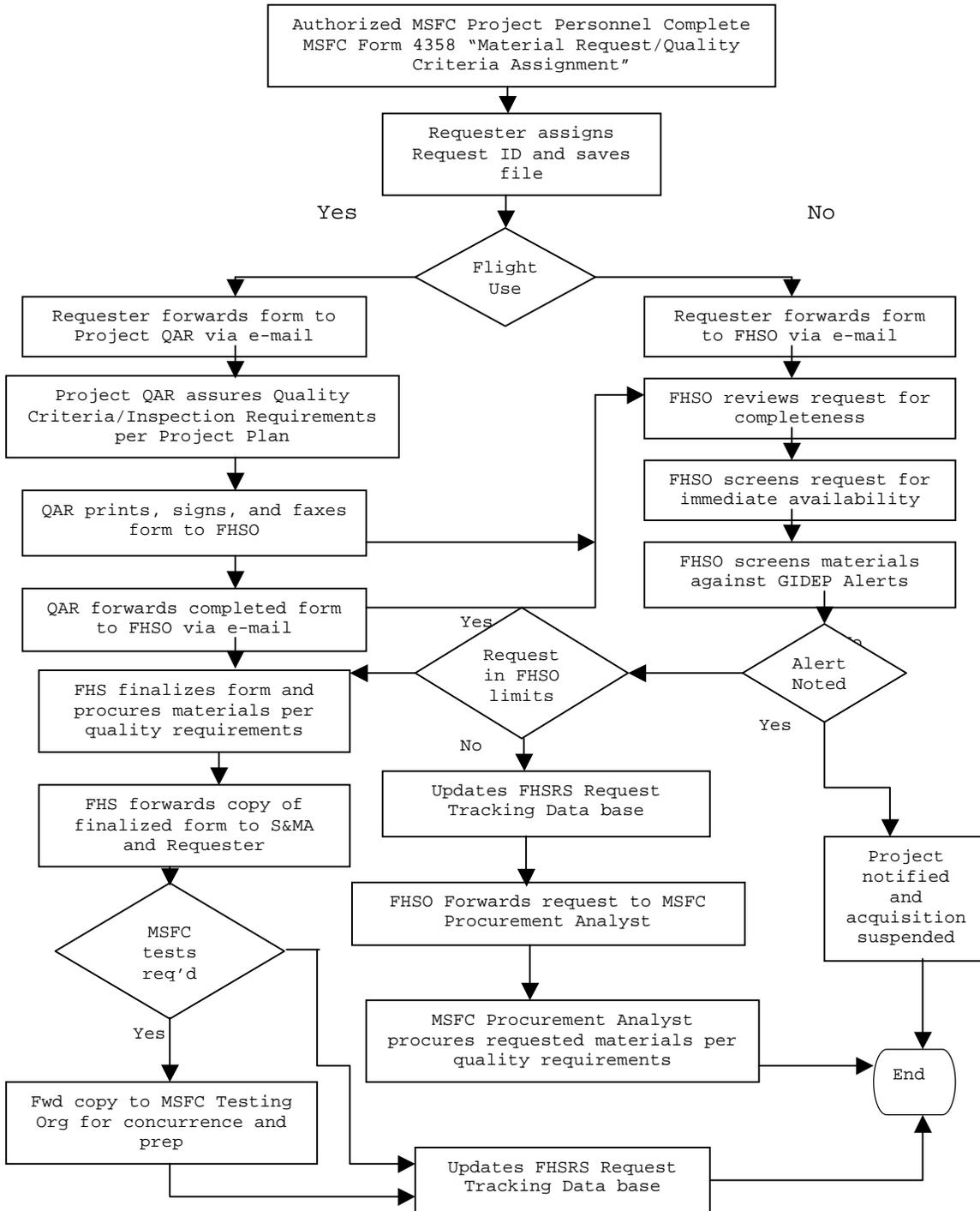
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**Processing FHSO Quote Requests  
6.5.1**



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**Processing FHSO Quote Requests  
6.5.2**



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**APPENDIX  
FUNDING PROJECT COMPONENT AND MATERIAL ACQUISITIONS**

1. PURPOSE

The purpose of this Instruction is to provide a consistent method for funding component and materials acquisitions for MSFC flight projects through the Institutional Services Contract (ISC).

2. DEFINITIONS

2.1 CFO - Chief Financial Officer

2.2 ISC - Institutional Services Contract

3. INSTRUCTIONS

3.1 Instructions for funding component and material acquisitions.

3.1.1 Requester, Program/Project, and Appropriate Directorate Managers or designees will:

3.1.1.1 Establish funding estimate for each approved flight project and/or flight experiment(s) to be supported.

3.1.1.2 Notify and consult with the program/project or CFO colocated resource analyst on the estimated requirements.

3.1.1.3 Provide sufficient funding to support project material acquisition requirement per project development schedule. It is recommended that the project fund material acquisitions in advance on a quarterly basis.

3.1.2 Program/Project resource analyst or CFO co-located resource analyst will:

3.1.2.1 Prepare APRS document including the project identifier, project point of contact, a complete 24-digit accounting code, and funding amount.

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#### 4. NOTES

The requesting project resources analyst shall be responsible for maintaining the funding level using the instruction in section 3 of this appendix.

#### 5. FLOW DIAGRAM

