

MWI 4520.1

REVISION D

EFFECTIVE DATE: June 7, 2004

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MARSHALL WORK INSTRUCTION

AD01

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P15.1-C03 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/16/99	Changes made to reflect new organizational codes and new organizational terminology.
Revision	B	6/13/00	This document separates the HSDPP procedure, MSFC 4520.1 into two documents. This procedure will provide instructions for receiving. Shipping instructions can be found in MWI 6000.1.
Revision	C	6/14/01	Adds and clarifies coverage for contractor-acquired property, tagging controlled property at the receiving point, delineates customer responsibilities, remove Building 8025 as an authorized receiving point, and add Building 8700 as an authorized receiving point.
Revision	D	6/7/2004	Updates control thresholds for equipment, includes reference to using System Applications and Product (SAP) financial software, and updates for NASA Procedure Guidelines (NPG) changes to NASA Procedural Requirements (NPR). Add MWI 4200.1 to applicable documents. Delete acronym GBL and reference to Government Bill of Lading (GBL) thru document. Add government in the description of personal property.

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1. PURPOSE

The purpose of this Marshall Work Instruction (MWI) is to provide guidance governing the receipt of Government-owned or Contractor-acquired personal property from any source at Supply and Equipment Management Officer (SEMO)-approved receiving points on Marshall Space Flight Center (MSFC).

2. APPLICABILITY

This MWI is applicable to all MSFC personnel and supporting onsite contractors. All items, Government-owned or Contractor-acquired personal property, which meet the thresholds required for controlled equipment identification tagging, must be processed at a SEMO-approved receiving point. Further, the intent of this Instruction applies to the receipt of personal property at MSFC from sources such as other NASA Centers, other Government agencies, loans and/or leases, donations, commercial suppliers, or customer-supplied products.

3. APPLICABLE DOCUMENTS

- 3.1 NFS 1852.245-71 Alternate 1, "Installation-Accountable Government Property"
- 3.2 NPR 1441.1, "NASA Records Retention Schedules"
- 3.3 NPR 4100.1, "NASA Materials Inventory Management Manual"
- 3.4 NPR 4200.1, "NASA Equipment Management Manual"
- 3.5 MPG 4000.1, "Control of Customer-Supplied Product"
- 3.6 MWI 3410.1, "Personnel Certification Program"
- 3.7 MPG 6410.1, "Handling, Storage, Packaging, Preservation, and Delivery (HSPPD)"
- 3.8 MWI 4200.1, "Equipment Control"
- 3.9 MWI 4520.2, "Use of the Procurement Discrepancy Tracking System (PDTs)"
- 3.10 MWI 4530.1, "Flight Hardware Support Operations (FHSO) Component Acquisition, Inventory Control, and Kitting Services"
- 3.11 MWI 6220.1, "Lost or Damaged Freight"

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3.12 MWI 6410.1, "Packaging, Handling, and Moving Program Critical Hardware"

3.13 MPG 1440.2, "MSFC Records Management Program"

4. REFERENCES

None

5. DEFINITIONS

5.1 Definitions

5.1.1 Contractor-Acquired Property (CAP). Property acquired by a contractor on behalf of the Government or for the use of the contractor during the contractor's performance for the Government.

5.1.2 Controlled Equipment. All equipment with an acquisition cost of \$5,000 or more, has an estimated service life of 2 years or more, will not be consumed or expended in an experiment, and selected items of equipment designated and identified as sensitive by the Center (see Appendix A - Sensitive Items List).

5.1.3 Customer-Supplied Product (CSP). Any hardware, equipment, or materials supplied by a customer for the purpose of fabrication, testing, storage, analysis, and/or refurbishment. Products that are purchased by MSFC or products that are accompanied by contractor personnel (technical or quality) are not considered CSP under this definition.

5.1.4 Personal Property. Government property of any kind including equipment, materials, and supplies, but excluding real property.

5.1.5 Real Property. Property embedded or permanently attached to buildings and land.

5.1.6 System Applications and Product (SAP) Financial Software. A commercial off-the-shelf financial management software package customized to meet NASA core financial requirements.

5.1.7 Sensitive Item. An item of equipment that, due to its pilferable nature or the possibility of its being a hazard, requires a stringent degree of control. Generally, sensitive items are controlled at an acquisition cost of \$500 or more (see Appendix A - Sensitive Items List).

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5.2 Acronyms

5.2.1	CAP	Contractor-Acquired Property
5.2.2	CBL	Commercial Bill of Lading
5.2.3	CFO	Chief Financial Officer
5.2.4	CO	Contracting Officer
5.2.5	CSP	Customer-Supplied Product
5.2.6	IAR	Inspection Acceptance Request
5.2.7	IDR	Inbound Discrepancy Report
5.2.8	ISC	In-house Services Contractor
5.2.9	MLR	Marshall Lead Representative
5.2.10	NFS	NASA FAR (Federal Acquisition Regulation)
Supplement		
5.2.11	PCH	Program Critical Hardware
5.2.12	PDTs	Procurement Discrepancy Tracking System
5.2.13	QD	Safety and Mission Assurance Directorate
5.2.14	RSO	Radiation Safety Officer
5.2.15	SEMO	Supply and Equipment Management Officer
5.2.16	TMO	Transportation Management Office

6. INSTRUCTIONS

All tangible Government-owned or contractor-acquired personal property items received at MSFC will either be processed through a receiving point designated by the SEMO or a receiving point authorized in accordance with NFS 1852.245-71, Alternate I. The SEMO-approved receiving points include Buildings 4471 (central receiving point), 4723, and 8700. Receiving inspection/handling of items will be accomplished in accordance with the following instructions.

Actionee	Action
ISC	<p>6.1 Initial Receiving Inspection</p> <p>6.1.1 For each incoming receipt, perform an initial receiving inspection to include verification of number of shipped containers/packages against the CBL or freight bill.</p> <p>6.1.2 If the shipment is incomplete, denote shortage on CBL or freight bill and obtain legible signature from the carrier acknowledging shortage.</p> <p>6.1.3 Inspect the shipping containers for</p>

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visible damage.

- 6.1.3.1 If visible damage is detected, denote description of damage on CBL or freight bill and obtain a legible signature from the carrier acknowledging damage.

ISC

6.2 Discrepant Shipments

For discrepant shipments, complete a MFSC Form 2373, attach a copy of the purchase order documentation, and forward to the ISC TMO within 7 days of receipt in accordance with MWI 6220.1.

ISC

6.3 Content Verification

- 6.3.1 Verify contents of each shipping container against vendor packing slip and compare with the purchase order requirements.
- 6.3.2 Record any discrepancy on vendor packing slip and generate IDR within PDTS in accordance with MWI 4520.2.
- 6.3.3 Determine equipment accountability requirements and process receipt in accordance with NPR 4200.1 and MWI 4200.1.

6.4 Special Handling Requirements

Customer

- 6.4.1 Ensure that any special requirements for handling, storage, packaging, preservation, or delivery are included in the receiving documentation provided with the items. This may also be accomplished by including these requirements in SAP on the Purchase Card Record.

NOTE: If no special requirements are provided, standard commercial

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- handling and storage processes will be used for the items.**
- ISC 6.4.2 Identify receipts with special handling requirements.
- 6.4.3 Process receipt of items designated as "PCH" in accordance with MWI 6410.1 by contacting the MLR.
- 6.4.4 Identify the receipt of items designated as hazardous materials and/or radioactive and notify the RSO of receipt.
- RSO 6.4.4.1 Provide instructions on handling the radioactive item(s).
- ISC 6.4.4.2 Offload item(s) in a location designated as a hazardous materials storage site. Only trained and certified hazardous material handlers will handle and move hazardous materials.
- 6.4.5 Identify and process the receipt of CSP in accordance with MPG 4000.1.
- 6.4.6 Identify those items designated as "quality sensitive" and require further inspection and acceptance per the purchase order documentation.
- 6.4.6.1 Generate an IAR within PDTS in accordance with MWI 4520.2.
- 6.4.6.2 Deliver item(s) requiring QD inspection to Building 4705.
- QD 6.4.6.3 Perform inspection and test verification as required and update IAR status in accordance with MWI 4520.2.
- ISC 6.4.6.4 Pick up and return inspected items to receiving location.

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6.4.6.5 Disposition items based on IAR status in accordance with MWI 4520.2.

6.4.6.6 Close IAR in PDTS.

ISC

6.5 Final Receipt Processing

6.5.1 Perform final receipt processing using SAP financial software.

6.5.2 Distribute applicable receiving documentation to CFO, MSFC Procurement, accountable property files, and ISC distribution as applicable.

6.5.3 Stage receipts for delivery to customer location or storage site as directed on the purchase order documentation.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

Any receiving records associated with the process of this MWI are maintained by the ISC in accordance NPR 1441.1, Schedule 6. Any desk top deliveries made directly to an individual are the responsibility of the individual and the receipt requirements are specified in MWI 1511.1. All personnel training certifications are maintained in accordance with records retention specified in MWI 3410.1. Records custodians shall manage their records in accordance with MPG 1440.2. The QD Directorate will maintain the records of civil service personnel certifications in an active database. Contractors shall maintain safety training and certification records for their employees in accordance with the requirements of their approved plan(s) and MWI 3410.1, Section 6.3. Records supporting the training of personnel are maintained by the organization of which the employee is a member.

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10. PERSONNEL TRAINING AND CERTIFICATION

The certifications required to fulfill the processes of this document will be authorized in accordance with MWI 3410.1. The certifications include:

- 10.1 Electrostatic Discharge Handling
- 10.2 Hazardous Materials Handling
- 10.3 Hazard Communications Training
- 10.4 Fork Lift Operator Training

11. FLOW DIAGRAM

None

12. CANCELLATION

MWI 4520.1C dated June 14, 2001

Original signed by
Axel Roth for

David A. King
Director

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APPENDIX A

Agency (NASA) Minimum Standard Sensitive Items List

A.1 Items, Regardless of Acquisition Value:

A.1.1 Weapons, all types, including (but not limited to) air, spring, powder, or other propulsion system.

A.1.2 Environmentally Hazardous Devices.

A.2 Items with an Original Acquisition Value of \$500 or more:

A.2.1 Automatic Data Processing Equipment (ADPE), including (but not limited to):

A.2.1.1 Computers, all microcomputers and personal computers, including desktop systems, work stations, laptops, notebooks, handheld computers, and other portables, but excluding mainframes and minicomputers.

A.2.1.2 External Computer Peripherals, including (but not limited to):

- Printers
- Disk Drives (fixed and removable media)
- Tape Drives
- CD and DVD Drives
- Scanners
- Monitors
- Terminals

A.2.2 Cameras, all types.

A.2.3 Recorders and players, including (but not limited to), digital, laser, cassette, and reel-to-reel.

A.2.4 Radios

A.2.5 Receivers

A.2.6 Transceivers

A.2.7 Televisions

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A.3 Other Items:

Other items may be controlled at the Center if they are determined to be pilferable or hazardous by the Supply and Equipment Management Officer or Center Security Officer.