



# Ames Policy Directive

**APD 4530.1**

Effective Date: 7/31/2017  
Expiration Date: 7/31/2022

**COMPLIANCE IS MANDATORY**

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**Subject: Item Shipment Policies and Procedures**

**Responsible Office: JS/Logistics and Documentation Services/Ext. 4-5207, Mail Stop 255-3**

## DOCUMENT CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Revision	2	3/11/2011	Revised document to current Center Policy
Revision	3	12/12/2016	Revised document to current Center Policy
Revision	4	3/31/2017	Added 6410 to applicable documents
Revision	5	7/31/2017	Updated Policy Directive

# 1. POLICY !

## a. JS/Logistics and Documentation Services

(1) All civil service and contractor employees shall prepare and submit an Ames Shipping Request (ARC 66) for Domestic and International outbound shipments of Government property, including but not limited to documents (e.g., correspondence, training materials, letters, etc.) when using common carrier, freight forwarder or FedEx/UPS. Prior coordination between the Requester and Transportation Office for International shipments is required for Export Compliance. Exceptions are, property mailed in accordance with provisions in APD 1450.11, Mail Management Program.

(2) All correspondence and parcels going out through the United States Postal Service, by International mail shall have prior approval by the Export Control Office (ECO). An envelope or parcel stamped with ECO approval is proof of such approval.

(3) Any Government property items hand-carried by Requester either on Domestic or International transportation shall require an approved ARC 66 and a Property Pass authorizing the property user's removal of such property from the Center and effecting the transfer of property accountability to the bearer. The Requester shall bring the ARC66 to the Central Shipping and Receiving facility for proper processing. Internationally hand-carried Government property items shall have prior ECO's approval.

(4) The Transportation Officer or designee has the authority to select the method and transportation service provider (TSP) and the best method of transportation to ensure such method provides the best combination for safe, timely, and economical delivery of materials, and to ensure that proper acquisition procedures are followed appropriate to that selected method of transportation.

(5) The Requester's cognizant Organization's Chief (Branch, Division or Designee) shall approve all shipments of Government property via ARC 66 (also effects transfer of property accountability) to an individual, an entity, another NASA center or other Government agency. Any shipment or transfer of property accountability of Government property to a contractor shall require the cognizant contracting officer's approval in accordance with the Federal Acquisition Regulations (FAR) Part 45 and the NASA FAR Supplement (NFS) Part 1845. The Transportation Officer or designee shall approve all shipments requiring overnight services.

(6) When shipping Government equipment on loan, an approved formal property loan agreement shall be on file in accordance with NPR 4200.1, NASA Equipment Management Procedural Requirements).

(7) All shipments of Government property shall be approved by the Center Supply and Equipment Officer.

## **2. APPLICABILITY !**

- a. This directive applies to civil service and contractor employees.
- b. This APD applies to ARC contractors, grant recipients, and parties to agreements to the extent specified or referenced in the contracts, grants, or agreements.
- c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

## **3. AUTHORITY**

NPR 60001.H, Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components.  
NPR 6200.1C, NASA Transportation and General Traffic Management

## **4. APPLICABLE DOCUMENTS AND FORMS**

APD 1450.1, NASA Mail Management Program  
APR 6410.1, Material Control, handling, Preservation and Protection  
NPD 2190.1, NASA Export Control Program  
NPD 2200.1, Management of NASA Scientific and Technical Information  
NPR 16000.1, NASA Security Procedural Requirement  
NPR 4100.1, NASA Materials Inventory Management Manual  
NPR 4200.1, Equipment Management  
NPR 4200.2, Equipment Management Manual for Property Custodians  
Federal Acquisition Regulations  
NASA FAR Supplements

## **5. RESPONSIBILITY**

- a. The Requester, i.e., Project Manager (PM), Principal Investigator (PI), or organization requesting transportation services, shall:

(1) Bring to the Central Shipping Receiving facility for processing, Government property items within five (5) days prior to Domestic shipment, and within thirty (30) days prior to International shipment. Government property includes supply materials, equipment, special tooling and space or flight hardware, regardless of whether or not the items meet the NASA control criteria in accordance with FAR Part 45 and NFS Part 1845. A NASA-controlled property item is affixed with a NASA equipment control number (ECN) decal. Along with the Government property items, the requester shall submit appropriate documents, i.e., a completed ARC 66, and other applicable documents (Property Pass; Property Loan Agreement; Memorandum of Agreement or Understanding (MOA or MOU); or Requisition and Invoice/Shipping Document (DD Form 1149) (also a transfer-of accountability document typically involving contracts and grants) whether the item is shipped or transferred in place.

(2) Within six (6 ) days prior to shipment of hazardous materials or waste (hazmat), submit to the Transportation Officer or designee a a completed ARC 66 and applicable Safety Data

Sheet (SDS) and provide complete material description including quantity (kg, ml, L), etc. A container that still holds certain amount or residue of hazmat shall be handled as hazardous material. A container that once held a hazardous material or waste is considered empty when it has been sufficiently cleaned of residue and purged of vapor, thus is not subject to the hazmat handling and shipping requirements.

(3) Work with the Transportation Officer or designee to identify, mark and safeguard items assigned with a security classification. Special marks or identifying symbols are used on packages and boxes comprising the shipment, and are helpful in handling, accounting, storing and serve other useful purposes after the shipment is delivered. Markings and shipments shall comply with NPR 1600.1, NASA Security Program Procedural Requirements. For critical or flight hardware, the Requester shall ensure the outer and inner packaging for International shipment meet the appropriate packing material quality standards, and shall provide to the Transportation Office with written packing and/or shipping instructions when applicable, in compliance with the APD 6410.1, Material Control, Handling, Preservation, and Protection Policy.

(4) Secure the ECO's approval prior to International mailings. The Requester shall bring, directly to the Center Mail Facility, for processing, all mailings and parcels, including printed materials, going out by way of the United States Postal Service (USPS).

b. The Transportation Officer has the authority to select the type of packaging required, and shall provide recommendations, as necessary, to the Requester on the method of transportation selected. He or she, or a designee shall:

(1) Provide recommendations to Requester the use of proper materials/packing and/or special crates, boxes, skids, etc., in order to preserve and protect shipments in transit.

(2) Ensure that reusable containers that will be reused for return shipments and/or throughout several shipping cycles or sequences are designed to provide adequate protection.

(3) Ensure selected carriers for shipments possess appropriate authority, licenses, permits and hazardous materials certifications, etc.

## **6. DELEGATION OF AUTHORITY**

None

## **7. MEASUREMENT/VERIFICATION**

Customer Satisfaction Surveys

## **8. CANCELLATION**

APD 4530.1, Item Shipment Policies and Procedures, date March 13, 2011

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/S/

Eugene Tu  
Director

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**DISTRIBUTION:**

**CDMS**

## **ATTACHMENT A. DEFINITIONS !**

Commercial Invoice - a legal document between the supplier and customer that clearly describes the sold goods. It is one of the main documents used by customs in determining customs duties

Customer/Requestor – person or organization who requests services

Designee – a person who has been designated or assigned to perform a role

Export – any oral, written, electronic or visual disclosure, shipment, transfer or transmission outside of the United States to anyone, including a U.S. citizen, of any commodity, technology (information, technical data, or assistance) or software/codes.

Express/Overnight – same day, next-business-day delivery

Government Property – All property owned or leased by the Government, and includes material, equipment, special tooling, test equipment and real property. Government property includes both Government furnished property and contractor acquired property. Government property does not include intellectual property and software. (FAR Part 45)

Hazmat –any substance or material, which could adversely affect the safety of the Public, handlers or carriers during transportation

Inner Packaging – a packaging for which an outer packaging is required for transport

Packaging – materials used to wrap or protect goods

Organization Chief – Head of a branch or division unit

Shipments – goods transported together

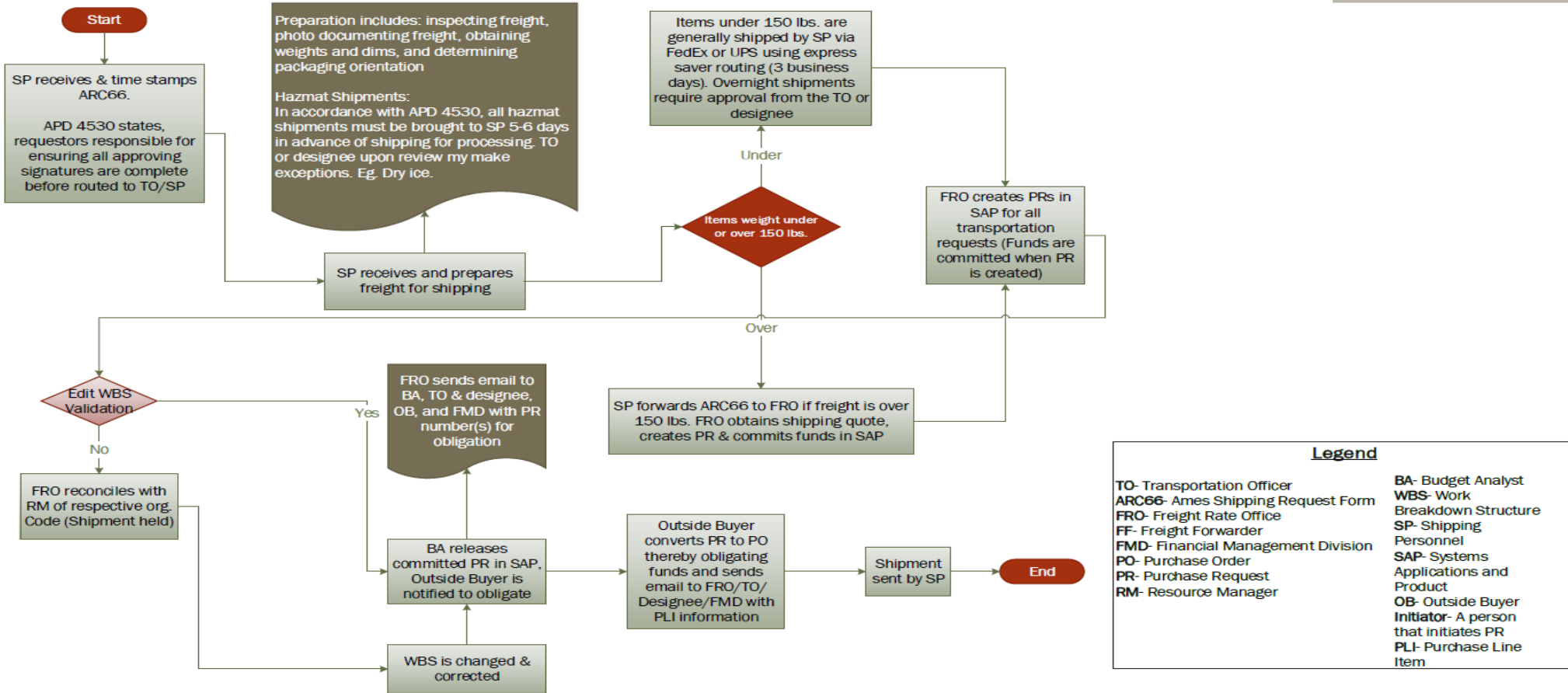
Transportation Officer - A person authorized to select Third Party Logistics or transportation service providers (TSP) and to issue bills of lading

## ATTACHMENT B. ACRONYMS

APD	Ames Policy Directive
ARC 66	Ames Shipping Request Form
FedEx	Federal Express
Hazmat	Hazardous Material or Waste
Kg	Kilogram
L	Liter
ml	Milliliter
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
PDD	Public Domain Declaration
PI	Principal Investigator
PM	Project Manager
SDS	Safety Data Sheet
STI-DAA	Scientific and Technical Document Availability Authorization
UPS	United Parcel Service
USPS	United States Postal Service
Wh	Watt-Hour

# ATTACHMENT C. DOMESTIC PROCESS FLOW CHART (

## Domestic Shipping Process





**ATTACHMENT D. INTERNATIONAL PROCESS FLOW CHART (**

