



# Ames Procedural Requirements

APR 1465.1

Effective Date: September 28, 2021

Expiration Date: September 28, 2026

**COMPLIANCE IS MANDATORY**

**Subject: Mail Management and Shipping Procedures**

**Responsible Office: Code JS / Logistics and Documentation Services Division**

### CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Baseline	0	9/28/2021	Combined APD 1450.11 (Mail Management) and APD 4530.1 (Shipment Policies and Procedures) into one APR.

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## **PREFACE**

### **P.1 PURPOSE**

- a. This APR provides procedures and responsibilities for managing mail, shipping and receiving envelopes, parcels, Freight both domestic and internationally. This procedure is to establish a mail room and shipping transportation management program for the most efficient, effective, and economical handling of internal, incoming and outgoing ARC mail, parcels and freight.
- b. The Ames mail service is used for the purpose of inspecting, x-ray screening, sorting, processing, reporting and delivering official mail, parcels and freight in support of NASA missions.
- c. The Ames Mail Center offices receive official Government materials and equipment and prohibit the handling and receipt of personal mail and shipments in accordance with NPD 1460.1.

### **P.2 APPLICABILITY**

- a. This APR is applicable to Ames Research Center.
- b. This APR applies to civil servants at ARC and to contractors, grant recipients, and parties to agreements to the extent specified or referenced in the contracts, grants, or agreements.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denotes descriptive material.
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

### **P.3 AUTHORITY**

- a. NPD 1460.1, Agency Mail Management Program
- b. NPR 4200.1, Equipment Management Procedural Requirements
- c. NPR 6000.1 Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components.
- d. NPR 6200.1, NASA Transportation and General Traffic Management

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

- a. DOT Hazardous Materials Transportation, 49 CFR pts. 100-185
- b. Federal Acquisition Regulations (FAR) Part 45
- c. NASA FAR Supplement Part 1845
- d. NPD 2190.1, NASA Export Control Program
- e. NPD 2200.1, Management of NASA Scientific and Technical Information
- f. NPR 1620.3, Physical Security Requirements for NASA Facilities and Property
- g. APR 6410.1, Material Control, Handling, Preservation and Protection
- h. NASA Ames Security plan for the Transportation of Hazardous Materials (local)

- i. International Air Transportation Association (IATA)
- j. International Maritime Dangerous Goods (IMDG) code
- k. ARC 66 Ames Shipping Request
- l. Straight Bill of Lading (local form)
- m. SF 1103 Government Bill of Lading
- n. NASA Form 1517 or 1517A
- o. NF 892 Property Pass
- p. DD Form 1149
- q. PS form 3800
- r. 3602-N (Nonprofit USPS Marketing Mail)
- s. 3606D (certificate of Bulk Mailing)
- t. Standard Form 1164

#### **P.5 MEASUREMENT/VERIFICATION**

a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.

#### **P.6 CANCELLATION**

- a. APD 1450.11, NASA Mail Management Program dated December 12, 2016.
- b. APD 4530.1, Item Shipment Policies and Procedures dated July 31, 2017.

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Eugene Tu  
Director

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#### **DISTRIBUTION STATEMENT:**

Internal and external distribution.

## CHAPTER 1 RESPONSIBILITIES

### 1.1 The Ames Mail Manager shall:

- a. Manage all incoming and outgoing mail processing activities at the facility N255B, including all regularly scheduled deliveries and pick ups from Moffett USPS, small packages, and expedited service providers, couriers, equipment, and personnel.
- b. Improve, streamline, and reduce the cost of mail practices and procedures by continually reviewing work processes throughout the facility and seeking opportunities for cost-effective change.
- c. Work closely with all facility personnel, especially graphics printing specialists and the program level users who keep current on new technologies that could be applied to reduce agency mailing costs.
- d. Ensuring all outgoing mail meets established standards and deadlines, consistent with Ames and USPS policy, including processing appropriate outgoing mail through a digital postal meter.
- e. Establish performance measures and goals for mail center operations, such as providing continuous monitoring of the mail operations (including internal mail procedures, mail-stop locations, and methods for mail service and mail handling technology).
- f. Maintain data matrix's for HQ data calls, budget forecasting and GSA SMART reporting requirements.
- g. Submit an annual GSA SMART mail report to GSA as required by NASA HQ.
- h. Ensure that expedited mail and couriers are used only when necessary and cost-effective (e.g., FedEx).
- i. Assist Ames Protective Services Office in developing and implementing a written mail security policy for processing classified mail, suspicious mail/parcels (e.g., x-ray machine, glove box, etc.).
- j. Provide opportunities for training leading to professional certification for mail center and shipping personnel.
- k. Ames Mail Manager approves new and or additional mailstops when necessary and approves elimination of mail stops when facilities are vacated.
- l. Conduct customer surveys, at a minimum once per fiscal year, and submit results to ARC Management.

### 1.2 Ames personnel (including contractors) shall:

- a. Maintain accurate location information in their NASA Employee Directory (NED) profile (e.g., building, room, phone, mailstop).
- b. Comply with the requirements of this directive for mail or shipping services.
- c. Not send or receive personal mail or parcels to or from ARC.

**1.3 Supply and Equipment Management Officer** shall review and be the final approving signature on the ARC 66 for all shipments of Government property.

**1.4 Transportation Officer (Code JS) shall:**

- a. Authorize and select the type of packaging required, using information provided by the requester on the ARC 66 (e.g., Boxes 4 and 9).
- b. Provide recommendations to the requester on the use of proper materials, packing, or special crates, boxes, pallets, Mil Spec packaging, etc. to preserve and protect shipments in transit.
- c. 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 and are in reusable condition.
- d. Ensure selected carriers for shipments possess appropriate authority, licenses, permits, and hazardous materials certifications.
- e. 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.
- f. Evaluate the justification for mission critical urgency provided on the ARC 66 (e.g., Boxes 3 and 9) and determine whether shipments require overnight services.
- g. Shall review all Transportation related IRIS Mail and Shipment invoices and provide approval the the NSSC.

*Note: Responsibilities 1.2.1b through 1.2.1f may be assigned to a designee.*

**1.5 Export Control Office** shall provide a prior review of outgoing international mail for compliance with export requirements in accordance with NPD 2190.1.

## **CHAPTER 2 MAIL ROOM OPERATIONS**

### **2.1 Restricted Access**

2.1.1 The Ames Mail Operations is located in Building N255B. The mail facility area is a restricted area with limited access. Only escorted authorized personnel are allowed within the restricted area.

2.1.2 Customers may enter the mail facility through an access door and access the half counter for service during operating hours.

### **2.2 General Procedures**

2.2.1 All incoming mail is considered official and will be delivered to employees unopened, in accordance with security restrictions.

2.2.2 All incoming mail and parcels shall be visually inspected for suspicious content in accordance with x-ray procedures set forth by the Ames Security Plan.

2.2.3 In the event of contaminated and/or suspect mail, the Mail Manager shall be immediately notified and all questionable content shall be handled as per the Suspicious Mail procedure.

2.2.4 Mail identified as being incorrectly addressed and/or undeliverable will be separated from the correctly addressed mail. All undeliverable mail will be returned to the sender for correction.

2.2.5 Mail staff will retrieve daily inbound mail/parcels from the Moffett Field U.S. Post Office to sort for delivery to the addressed building and route location.

2.2.6 All private carrier mail (e.g. UPS, FedEx, DHL) shall be logged into the delivery database which is utilized for tracking and customer status inquiries. Customer signatures will be required for all USPS certified, classified, priority and private carrier deliveries from the Mail Center.

2.2.7 Mail staff retrieves daily outgoing and interoffice mail from building mail stops and processes accordingly for delivery.

2.2.8 Outbound mail destined for off site delivery shall be processed through the digital meter machine for postage and delivered to the Moffett Field US Post office for distribution.

2.2.9 PS form 3800 shall be utilized for all Certified Mailings, a receipt copy provided for the customer.

2.2.10 PS forms 3602-N (Nonprofit USPS Marketing Mail) and 3606D (certificate of Bulk Mailing) shall be utilized for all ARC Permit number bulk mailings.

2.2.11 Classified mail given or received by mail staff during operating hours, will be logged and placed in a locked safe where they will be processed in accordance with the Ames Security Plan.

2.2.12 Mail staff shall report all personal mail packages to the Transportation Office.

2.2.13 Mail staff shall provide all relevant data for the completion of the Annual Simplified Mail Accountability Reporting Tool (Smart) reporting (DRD-17)

## **2.3 Domestic USPS Mail**

2.3.1 Customers can bring domestic USPS mail directly to the mail facility located in bldg. N255B. An after-hours drop-off mailbox is located outside the blue gate at Building N255. It is available for outgoing domestic U.S. Postal Service (USPS) mail only. Pick-up hours are at 1:00 p.m. daily. Government or Contractor personnel cannot deliver incoming personal mail.

### **2.3.2 After-Hours Emergency**

2.3.2.1 Pre-paid Federal Express (FedEx) or United Parcel Service (UPS) mailing/shipping labels may be obtained in advance from Shipping (prior to 11:00am).

2.3.2.2 Alternatively, employees may claim reimbursement for employee-paid domestic postage or shipping fees incurred after Shipping hours (e.g. rush project or legal deadline based on postmark date). Claims shall be filed with the employee's supervisor on Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business and include a receipt from FedEx, UPS, or USPS.

### **2.3.3 On Government travel.**

2.3.3.1 Personnel on official Government travel who are required to mail official Government documents or other authorized materials back to the Center, another NASA facility, or another location, shall obtain a receipt from the USPS, UPS, FedEx, or alternate carrier.

2.3.3.2 Personnel shall submit a completed ARC Form 66, Ames Shipping Request, along with the shipping receipt to the Transportation Office (mail stop 255-3) to verify the shipping charges of all UPS, FedEx, or alternate carrier mailings.

2.3.3.3 Pre-paid FedEx or UPS mailing or shipping labels may be obtained from the Shipping prior to travel with an approved ARC 66.

2.3.4 If the traveler does not have a pre-paid mailing or shipping label and payment is required prior to shipping, the employee may file a claim for reimbursement with his/her supervisor using SF 1164, as stated above. ARC Form ARC 66 is not required in these cases.

## **2.4 International USPS Mail**

2.4.1 International outgoing mail shall be hand carried to the Export Office to obtain approval before mailing in accordance with NPD 2190.1. Once approved, the Export Office will apply an official export compliance stamp directly to the letter. Foreign mailings or shipments cannot be processed after hours.

2.4.2 For international parcels, the sender shall fill out an ARC Form 66 shipping request and take the parcel and ARC Form 66 to the Export Control Office for inspection and approval. Once approved, the sender will bring the parcel and signed ARC Form 66 to N255 Shipping and receiving for processing.



## CHAPTER 3 SHIPPING REQUIREMENTS

### 3.1 Outbound Shipments

3.1.1 Civil service and contractor employees shall prepare and submit an ARC Form 66 for Domestic and International outbound shipments of Government property including, but not limited to, documents (e.g., correspondence, training materials, letters, etc.), parcels and Freight 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 in accordance with NPR 2190.1.

3.1.2 A Straight Bill of Lading (SBL) shall be processed by the Freight Rate Specialist for all Domestic Freight shipments

3.1.3 The Requester's cognizant Organization's Chief (Branch, Division or Designee) or Project Manager 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.

3.1.4 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.

3.1.5 Requesters shall bring Government property items to the Central Shipping/Receiving facility for processing a minimum of 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 of 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; NF892, 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.

3.1.6 The Requester shall bring all parcels & Freight, going out by way of common carriers (FedEx, UPS, etc.), directly to the Center Shipping/Receiving Facility N255, for processing.

3.1.7 A minimum of six (6) days prior to shipment of hazardous materials or waste (hazmat), Requesters shall submit to the Transportation Officer or designee 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 materials 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. Documented proof must be provided for all reusable containers that have been purged and cleaned of any previously contained hazardous materials. All hazardous materials shipments must be processed in accordance with 49 CFR parts 100-185, International Air Transportation Association (IATA), and International Maritime Dangerous Goods (IMDG) code regulations.

3.1.8 Requesters shall 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 1620.3.

### **3.2 Outbound Shipments**

3.2.1 Requesters shall ensure that an ARC 66 is completed prior to shipment for all inbound shipments in which shipping costs will be invoiced to Ames (refer to Section 3.1).

### **3.3 International Outbound Shipments**

3.3.1 All Freight correspondence and parcels going out through the United States Postal Service or by common carrier, by International shipment mail shall have prior approval on the ARC 66 by the Export Control Office prior to its departure date in accordance with NPR 2190.1. An envelope or parcel stamped with approval is proof of such approval.

3.3.2 A Government Bill of Lading (GBL SF 1103) shall be processed by the Freight Rate Specialist for all international Freight shipments.

3.3.3 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 APR 6410.1, Material Control, Handling, Preservation, and Protection Policy.

### **3.4 Hand-Carried Government Property**

3.4.1 Any Government property items hand-carried on Domestic or International transportation shall require an approved ARC 66 and a Property Pass (NF 892) 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 review and proper processing. Internationally hand-carried Government property items shall have prior approval from the Export Control Office.

### **3.5 Loan of Government Equipment**

3.5.1 When shipping Government equipment on loan, an approved formal property loan agreement shall be on file in accordance with NPR 4200.1.

## APPENDIX A. DEFINITIONS

Freight	Freight – Materials, equipment large shipments transported in bulk by truck, train, ship or aircraft that exceed 150 pounds and/or dim weight, girth of parcel requirements.
Mail	All materials and equipment that pass through a Federal mail center, including all domestic and International incoming and outgoing materials. This includes First Class Mail, Standard Mail, Periodicals, small Package Services, and Express Mail that do not exceed 70 pounds in weight.
Official Mail	Incoming or outgoing mail that is related to official business of the Federal Government.
Parcel	Parcel – A small package or container that does not exceed 149 pounds and/or weight and girth requirements for large Freight class shipments.
Service Provider	Any agency or company that delivers mail. Some examples of service providers are USPS, UPS, FedEx, DHL, courier services, the Military Postal Service Agency, the Department of State’s Diplomatic Pouch and Mail Division, and other Federal Agencies providing mail services.

## APPENDIX B. ACRONYMS

APR	Ames Procedural Requirement
ARC	Ames Research Center
CFR	Code of Federal Regulations
DHL	Dalsey, Hilblom and Lynn
FAR	Federal Acquisition Regulations
FedEx	Federal Express
IATA	International Air Transportation Association
IMDG	International Maritime Dangerous Goods
SDS	Safety Data Sheet
NPR	NASA Procedural Requirement
SEMO	Supply Equipment Management Officer
SMART	Simplified Mail Accountability Reporting Tool
TSP	Transportation Service Provider
UPS	United Parcel Service
USPS	United States Postal Service