



Subject: Incoming and Outgoing Shipments

Responsible Office: Logistics Management Branch, Center Operations Directorate

1. POLICY

It is the policy of Langley to ensure that:

- a. All incoming and outgoing shipments will be processed in accordance with established policies and procedures.
- b. All shipments of outgoing and incoming property loans will be identified and processed in accordance with NPR 4200.1, NASA Equipment Management Procedural Requirements.
- c. All outgoing shipments related to contracts and grants shall be signed by the appropriate Procurement official.
- d. All outgoing shipments to foreign destinations and incoming shipments from foreign destinations shall comply with U.S. export control laws, regulations, and NASA export control policy.
- e. Carriers selected for Langley shipments of Hazardous Materials/Waste will possess a Hazardous Material Transportation Security Plan as required by 49 CFR 172.800- 172.804.
- f. **EXCEPTION:** The provisions of this directive do not apply to property, fabrication, or instrument repair by contract in the local area.

NOTE: Flight Hardware/Ground Support Equipment (GSE)

Ensure that appropriate project personnel are notified when flight hardware or GSE is in receipt.

2. APPLICABILITY

This Policy Directive is applicable to NASA civil service employees and to employees of NASA Contractors, grant recipients and other partners to the extent specified in their contracts or agreements.

3. AUTHORITY

NPD 6000.1, Transportation Management

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPR 4100.1, NASA Supply Support and Materiel Management
- b. NPR 4200.1, NASA 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
- e. LAPD 6000.1, Transportation Management
- f. LPR 1710.7, Handling and Use of Explosives
- g. LPR 1710.12, Safety Program for the Handling and Use of Explosives at Langley Research
- h. LMS-CP-4756, Handling, Preservation, Storage, and Shipping of Flight Hardware and Ground Support Equipment.
- i. LF 52, Shipping/Transfer Document
- j. LF 236, Shipping Inspection Instructions for Flight and Ground Support Hardware

5. RESPONSIBILITIES

a. **Supply Systems Analyst, Logistics Management Branch**

Serve as contract oversight for all inbound shipping functions, ensuring that all incoming shipments are inspected, documented, and reconciled with the Systems, Applications, and Products (SAP) on-line system.

b. **Transportation Officer, Logistics Management Branch**

Serve as contract oversight for all outbound shipping functions, ensuring that all outbound shipments are properly documented on LF 52 in accordance with all references listed within.

NOTE: Originator's organization will bear all costs for shipments.

c. **Logistics Management Branch**

The Logistics Management Branch's approval on LF 52 authorizes release of the property and ensures adherence to equipment policy. Logistics is not responsible for ensuring the correct purchase order or contract number is referenced, nor is Logistics authorizing work to be performed.

d. **Center Export Administrator, Center Operations Directorate**

Serve as the compliance official for all Center activities involving U.S. export control laws and regulations.

e. **Employees**

- (1) LF 52 must be used for all outbound shipments. The form does not authorize any work to be performed or otherwise represent an obligation on behalf of the government.

- (a) If property is being returned under warranty, the employee is responsible for ensuring that the purchase order or contract referenced on the LF 52 is that under which the item was acquired. The employee is also responsible for referencing the correct purchase order or contract on the LF 52.
 - (b) If the property is traded in, repaired, incorporated into an end item, or service/modified, the employee is responsible for ensuring that the referenced purchase order or contract on the LF 52 is that under which the work is being performed. The employee is also responsible for referencing the correct purchase order or contract on the LF 52. The employee shall ensure the purchase order or contract has been established prior to commencement of work.
 - (c) The employee is responsible for verifying/validating any accounting information referenced.
 - (d) Purchase card holders may approve the LF 52 in the Procurement Approval block if the item being returned under warranty was purchased with a Government Purchase Card or if work being performed is being funded with a Government Purchase Card.
- (2) Organizations receiving incoming site delivered shipments of controlled equipment shall contact the Logistics Management Branch to ensure appropriate inspection and receipt of material.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT/VERIFICATION

None

8. CANCELLATION

LAPD 6000.2 U, dated November 8, 2012.

LAPD 6000.2 V, dated June 6 2017.

/s/ Lisa Ziehmman 8/26/2022
Center Associate Director Date

Distribution:

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